

MOHAMMED E. AL-MATAR

BUSSINESS MANAGERMENTS

MY PROFILE

BS Graduated from **Riyadh King Saud University** with a **Diploma in Accounting** from **New Horizons**, a highly responsible, and a quick learner who can handle the complex tasks. Looking ahead to utilize the skills gained during the project I worked for to pursue the organization's mission, vision, and goals.

SKILLS SUMMARY

- o Extremely motivated.
- o Excellent communication skill.
- o Ability to multi-task.
- o Working as a teamwork and individual work.
- o Proficiency in MS office (MS Excel, Word and MS PowerPoint)
- o Strong analytical and problem-solving skills, with the ability to make well thought out decisions



QUALIFICATION

KING SAUD UNIVERSITY RIYADH

BS. IN BUSINESS MANAGEMENT

NEW HORIZONS

DEPLOMA - ACCOUNTANT



WORK EXPERINCE

SR. HR GENERALIST ADMIN & ACTING HR MANAGER

Chicago Bridge & Iron Company.

- **SR. HR Generalist & Admin – 2018 till 2020.**
- **Human Resource Generalist III – 2010 till 2018.**
- **Employee Relations Officer – 2008 till 2010.**

OPERATIONS BRANCHES REVIEWER

SAMBA FINANCIAL GROUP.

- **Managing Workflow.**
- **Reports.**
- **Schedules.**
- **Solving Problems.**

HUMAN RESOURCES COORDINATOR

SAUDI INDUSTRIAL GASES COMPANY LTD.

- **Personal Coordination**
- **Government Relation**



CERTIFICATION

- o **(OSHA) 25 hours general occupational safety & health**
- o **(Emergency – first Aid – Evacuation) operations**



COURCES

- o **English Language Program (New Horizons).**
- o **Firs aid training.**
- o **Problem Solving & Decision Making – PROGRESS.**
- o **New Labor low System – The Future.**
- o **On the job Training on SAP Financial Program – SAMBA.**
- o **Fraud Training – SAMBA.**
- o **Introduction to Quality – Saudi Hollandi Bank.**
- o **Describing GOSI System - GOSI.**
- o **New Project for HR Management – Commerce & Industry.**
- o **Personnel Affairs & Career Development - SADMATC.**
- o **Understanding the Industrial Gases Technology – SIGAS.**
- o **First Aid and Human Body – SIGAS.**



CONTACTMENT

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Willing to relocate

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