**Abdullelah Ahmed Al-Jumaan**

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**OBJECTIVE :**

To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of the employer and at the same time my individual growth .

**EDUCATION :**

* Diploma in Human Resource Management , Dammam Community college , King Fahad University of Petroleum and minerals ( Graduate in 2020 )

1. Recognize the development of the theory , concepts , and practices of human resource management .
2. Maintain personnel records and human resources information systems .
3. Recruit and interview qualified candidates for available positions .
4. Administer payroll and benefits programs .
5. Coordinate employee training .
6. Apply labor law .
7. Communicate effectively and behave ethically in the workplace .

**SOFTWARE PROFICIENCY :**

* Ms- Office – Word – Excel – Power point

**SKILLS :**

* Good Command Of Computer Skills .
* Good Communication Skills .
* Hard Worker And Good Learner .

**LANGUAGES :**

* Arabic – Native Speaker
* English – Very Good

**STRENGTHS :**

* Excellent written and verbal communication skills .
* Highly organized and effect .
* Ability to work independently or as part of team .