

Majed Al Owaisi

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SUMMARY:

Self-motivated, Enthusiastic, High ability to learn new skills quickly, ensuring completion of set goals with maximum efficiency, I am looking forward to joining a reputable organization where I will be able to complete my career in Human Resources, utilize my skills, and contribute to the success and growth of the organization as a vital member in the workforce.

EDUCATION:

Bachelor Degree of Human Resources, King Faisal University,
Graduation year:2019

WORK EXPERIENCE:

Human Resources Operation Specialist Intern at Ali A. Tamimi Trading & Contracting Co.

Nov 2020 – May 2021 [Under Tamheer Program provided by HRDF]

Main Task : Recruitment - Training Officer - Government Relations

KEY SKILLS:

- Technically proficient in **MS Word, Excel, PowerPoint, Outlook.**
- Intermediate in English.
- Communication and interpersonal skills.
- Strong ability and willingness to learn.
- Good work individually and with team.
- Ability to work with multinational team.
- Problem solving, Negotiation, Flexibility.
- Fast keyboard typing skill.
- Knowledge in Working in ERP System

COURSES:

- Data Entry and Word Processing Course 6 Months - **240 hours.**
- Skills of Human Resources Specialist.
- Writing reports and administrative correspondence.
- Executive secretarial and office management skills.
- Leadership and management skills at a rate.
- Excellent job Performance skills.
- Has Earned a Certificate in English Language Program From **ETC** International College in Britain.

