

AHMED ALSULAIMAN

HUMAN RESOURCES MANAGEMENT

PROFILE

Graduate in Human Resource Management looking to work in organization where I can apply my education and training to the benefit of organization and its most valuable resource with the best of my efforts

CONTACT

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Saudi Arabia – Eastern Province - Dammam

SKILLS

- Teamwork
- Flexibility
- Microsoft office
- Quick learner
- Computer skills

LANGUAGES

- Arabic (Native language)
- English (Good)

EXPERIENCE

- **Store Associate**
Landmark Arabia, Centrepont
Jul 2021 - Currently
 - Organize merchandise on shelves
 - Advise customers concerning particular products
- **HR Assistant**
Mofarreh Marzouq Al-Harbi & Partners CO
Jan 2021 - Apr 2021
 - Prepare contracts for new employees
 - Add new employees to ERP system
 - Review rental manpower time-sheet and prepare invoice
 - Assist recruitment officer
- **HR Coordinator (Co-op training)**
Saudi Railways Org.
Nov 2015 - Jan 2016

EDUCATION

- **Institute of Public Administration – Saudi Arabia, Dammam**
2014 - 2016
Diploma of Human Resources Management

COURSES

- Time Management and Effective Planning (Dec 2020)
- Making and Achieving Goals (Dec 2020)
- MS Office Training Course (Jul 2019)
- Development of HR Specialist (May 2019)