

# WAFI ABUALSAUD

## HUMAN RESOURCES

### CONTACT

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### EDUCATION

BACHELOR OF AGRICULTURE  
SCIENCE AND FOOD KING  
FAISAL UNIVERSITY, SAUDI  
ARABIA. (2002 - 2007)

HUMAN RESOURCES  
DIPLOMA  
(2019-2020)

### SKILLS

PROFICIENT MICROSOFT.  
DATABASES.  
TEAM MANAGEMENT.

### SUMMARY OF SKILLS

- PLANNING AND DESIGNING TRAINING PROGRAMS FOR EMPLOYEES AND CLIENTS.
- DETAILED KNOWLEDGE OF THE RECRUITING AND TRAINING PROCEDURES.
- POSSESS ASTUTE COMMUNICATION, INTERPERSONAL, AND COORDINATION SKILLS.
- PROFESSIONAL-MANAGERIAL, ORGANIZATIONAL, AND PRESENTATION SKILLS.
- HR ACTIONS BY COMPLETING FORMS, REPORTS, AND RECORDS.

### WORK EXPERIENCE

- **ALJOMAIH AUTO RENTAL. (7/2020 - PRESENT)**  
- HUMAN RESOURCES COORDINATOR.
- **DAR AL RIYADH COMPANY, KSA, AL-KHOBAR (2008-2017)**  
- ORGANIZATION DEVELOPMENT ANALYST. (5/2016 - 3/2017)  
- TRAINING ADVISOR. (2/2015 - 3/2016)  
- HR ASSISTANT. (3/2008 - 1/2015)

### COURSES AND TRAINING

- BUSINESS MANAGEMENT COURSE.
- PRINCIPLES OF HUMAN RESOURCES.
- SAUDI LABOR LAW TRAINING COURSE.
- MANAGING & COORDINATING TRAINING PROACTIVELY TRAINING COURSE.
- DIPLOMA DEGREE IN TRAINING AND QUALIFICATION OF HUMAN RESOURCES.

### VOLUNTEER WORK

- **AL-TARAJI SPORT CLUB (2002 - 2016)**  
- FOOTBALL TEAM MANAGER.  
- MEDIA OFFICER.  
- ORGANIZING AND ARRANGING EVENTS.