



Mustafa Ali Al-Ajmi

Experienced in personnel affairs with a demonstrated history of working in the administration industry. Ambitious employee and highly-motivated and always ready to get out of my comfort zone, very organized, with a high self-discipline and commitment. I am ready and eager to learn new skills either in my specialization and any other skills that helps organizations in having multitasking employee.

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Educational Achievements

- 2006 Diploma**
Office Applications and Computers.
Vocational Training Institute.
- 2004 Secondary School**
Science Department.
Al-Tufail bin Amruh.

Training & Workshops

- 2020** Course in writing reports and administrative letters.
- 2020** Course in Saudi Labor Law.
- 2020** Course in the modern skills of an outstanding HR specialist.
- 2014** Course in English.
- 2006** Field training certificate - Office Applications

Professional Experience

- 2016-2021 HR Officer**
Personnel Management
Saudi Kier Construction Limited
 - Follow up the recruitment process and processing related papers.
 - Carrying out of drafting employment contracts.
 - Carrying out end of service procedures and final settlements.
 - Follow-up vacations and resuming work of employees.
 - Managing medical insurance for employees and their families.
 - Conduct all administrative procedures and follow up.
- 2006-2015 Administrative**
Personnel Affairs
A. A. Turki Corporation (ATCO)
 - Establishing a database for all employees that includes all personal, employment and insurance data for each worker.
 - Create a file for each worker that contains the assets of papers, pictures, and everything new in the worker's file.
 - Follow up on daily employee requests and speed of implementation.
 - Preparing reports and writing letters.
 - Bookings of airline tickets for employees.
 - Follow up attendance and departure in addition to absences.

Competencies & Skills



Computer Skills

