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| Mustafa Abdulwahed Aljamid | Phone number: +966562799289  Email: Mustafa.aljamid@gmail.com  Date of birth: 15/04/1997  Eastern Province – Dammam – Qatif  LinkedIn: Mustafa Aljamid. |

Career objective:

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| * Seeking for a position within the management field, specific interests include Human Resources management, employee relations and recruiting new employees. |

Education:

Graduated 12/2020 (Fresh). **Diploma**, Institute of Public Administration, Dammam branch

* With grade of **EXCELLENT** and a G.P.A of **4.53** out of **5**.

Experiences:

10/2020 – 12/2020 (CO-OP) for 10 weeks. **HR Assistance**, khushiem Holding – Dammam.

* posting vacancies and acquiring applicants for the needed vacancy.
* acquiring work licenses for non-Saudis and renewal their expired Eqama and all related Muqeem site features.
* Working on documenting letters from the COC.
* Writing warnings and dealing with the employees and making sure to solve the problem.
* Organizing meetings and inform the employees about the meetings.

01/2015 – 11/2020 **Expeditor**,Ali Mahdi Alfaraj Co – Alqatif.

* Following with all government relations and extracting all the clearances for the related work.
* Working on Muqeem and dealing with all the tools within the web site.
* Dealing with non-Saudis employees from the first day until their last.

Skills:

* **English** language, speaking and writing.
* **MS** office and **HRIS** knowledge.
* Poster designing.
* Professional report writing.
* Performance management.
* Problem solving.

Courses and Certifications:

* Work labor. (Taqat) 01/2021
* Personal saving skills. (Institute of Public Administration) 05/2020
* Performance management. (Institute of Public Administration) 05/2020