

Personal information

- Name: Abdullah Hussain Baslaib
- DOB: 8/7/1996
- Martial state: Single
- Mobile number: 0559037770
- Email: Abdullahhb7@hotmail.com

Skills

- Capability to face and solve different problems.
- Communicate and interact with other people.
- Flexibility and adaptability to different working conditions.
- Merit and ability to take responsibility.
- Positive and passion at work.
- MS office (Excel, Word, PowerPoint, Etc..).
- Time Management.
- Team work.

Language

- Arabic (native)
- English (advanced)

Objective

Seeking a position where I can utilize my education and skills in the company and developing myself professionally, gain the necessary experience and knowledge that will help build my career. I'm willing to add value to the organization and growth the business.

Education

King Saud University, Bachelor degree of Arts in the field of Mass Communication – Public Relations. [May 2019](#)

Experience work

HR Specialist – Ejadah Management Consultancy

[Jun2021 – Present](#)

- Ensured to attract the best pool of candidates via different channels (Bayt.com, LinkedIn, HR Email).
- Perform Boolean searching, Resume mining and Resume screening.
- Pre-screening processes such as; paper screening and initial interview through phone.
- Conduct candidate assessment requirements. (PI/Behavioral Assessment).
- Create and prepare candidate report.

Customer service – STCPAY

[Jan2020 – Mar2021](#)

- Handling customer service (Help Desk, Call Centre, and systematic requests).
- Solved complaints & troubleshooted each customer's issue
- Achieved customer satisfaction as per the given criteria
- Increased customer knowledge about the company's services

Public relation trainee

[Feb2019 – May2019](#)

Training program for public relations at College of dentistry in King Saud University Includes receiving and serving visitors and patients.

Achievement

- Participated as a volunteer for the scout's association for the Hajj season in Mecca 1435 by (104-hours).
- Misk program "Future Path for Fundamentals of Professional Research" Mohammed Bin Salman Charitable Foundation by (6-hours).

Certifications & Courses

- Organized of the Ministry of Finance (Induction workshops for the 2019 budget project).
- Training program customer relations management specialist.
- Attended (Professional skills in public relations) for 3days.
- English course at an institute (USA English language center) in United States city of San Diego.
- Attended (Public relation department) at King Saud University.
- Attended (Labor market skills) at King Saud University.
- Attended (The impact of self-confidence on individual and social behavior).
- Participated as a volunteer on World Volunteer Day 2013.