

Ali Almahfoodh

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EDUCATION

Oklahoma State University
Bachelor of Science in Business Administration
Major: Human Resource Management

Graduation Date: August 2019
GPA: 3.21

RELEVANT COURSEWORK

Human Resource Analytics
Micro & Macro Economics
Talent Acquisition

Operation Analytics
Ethical Leadership
Talent Development

Employment Law
Managing Diversity
Finance

HUMAN RESOURCES AND TRAINING EXPERIENCE

HR and Corporate Trainer, Black Gold Training Center, Dammam, Saudi Arabia

December 14, 2020 - Present

- Provided extensive training in Soft Skills courses including Time Management, CRMA and collaborated with senior trainers to implement training plan and objectives.
- Established the company's employment contracts, agreements and worked closely with the HR representative to register employees at GOSI and conducted recruitment process via National labor portal.
- Involved in accreditation process for multiple profit and non-profit organizations including American Purchasing Society and SHRM.
- Conducted vendor registration process for multiple companies including Saudi Aramco, Marafiq and Saudi Electricity.
- Translated formal company's documents including Commercial registration, Technical and Vocational training (TVTC).
- Formulated job description cards for multiple positions and assigned responsibilities and duties based on employees' knowledge, skills and abilities (KSA's).

HR-RELATED TRAINING AND DIGITAL MARKETING

HR Specialist trainee, Azda Marine Institute, Ras Tanura, Saudi Arabia

March 8, 2020 – September 7, 2020

- Involved in coordination of multiple parties' contracts and served CEO to edit job-related documents including job offer letters, payroll and pay slips sheets.
- Utilized Odoo ERP to plan projects, CRM to create quotations and payroll to manage employees' attendance and time off.

Participant, Social media Marketing, Rad Agency, Al Khobar, Saudi Arabia

March 24, 2020 - May 3, 2020

- Utilized Google Analytics tool to track web page visitors through determining demographics' features and created reports based on diagrams' data.
- Created candidates' application by utilizing Google forms and developed surveys to evaluate hotels' services based on customers' consideration.

INTERNSHIP EXPERIENCE

Member, HR Association, Spears School of Business, Stillwater, Ok

1st January, 2018- 30th December, 2018

- Gaged internal consistency and future validity of various performance tests to assess the effectiveness of tests.
- Applied philosophies to attract and retain dedicated individuals through aligning company's benefits in line with requirements of candidates.
- Attained sound understanding of financial market and global issues to assess the future of financial industry.
- Acquired knowledge about prioritizing tasks and complete simultaneous jobs with strict timelines and changing environment.



Ali Mahfuz

HR & CORPORATE TRAINER

ID : 12005632



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