



MOHAMMED ALMOALIM

CONTACT

Mobile

966533223977

E - mail

mohammed9936@gmail.com

LinkedIn

<https://www.linkedin.com/in/mohammed-almoalim-54bb8b12b/>

EXPERIENCE

NESMA & PARTNERS, K.S.A

DATA OPERATOR/TIMEKEEPER

Apr 2022- Present

ABDULWAHED ALMOALIM CO. & PARTNERS, K.S.A

ADMINISTRATION ASSISTANT

Dec 2020 – Mar 2022

EDUCATION

IMAM ABDULRAHAMN BIN FAISAL UNIVERSITY, BACHLOR'S DEGREE, BUSINESS ADMINISTRATION

AUG 2015 - MAY 2020

CERTIFICATE

- Human Resources Planning – by Ethrai
- The Foundation of Human Resources – by Human Resources Development Fund (Hadff)
- Law in Human Resources - by Ethrai
- English Language – Ezdihar Language Institute

SKILLS

- Human Resources Management (Handling and sorting incoming timesheets)
- Computer Skills (Entering and analyzing data in Excel and Word)
- Time Management (Getting each task done within time period for it)
- Planning and Organizing (Prepare and arrange day by day work files with order of importance and urgency)