

Mohammed Khalid Saad Almusaylim



Objective :

Seeking a position in Human Resource Management that allows me to demonstrate my leadership, interpersonal, and organizational skills while contributing to the company's success. Moreover.



Personal Information :

Saudi

Married

1982

Saudi Arabia – Dammam



Personal Skills :

Hard Worker self and fast Learner, willing to excel in and given task. And develop my individual and occupational future.



TOP SKILLS :

Human Resources

Saudi Labor Law

Time Management



Languages :

Arabic

English



Contact Information :

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Education :

High School Degree of 2007

Mnahll Aljazera school in Dhahran City

Completed 6 Months Computer Course of 2002

New horizons computer training center.



Work Experience :

A job at a Aljomaih Foundation with a title " Employee Relation Supervisor " since January 2016 – present.

A job at Aljomaih Automotive Company with a title " Employee Relations Officer " for 4 years 3 month in 2016.

A job at Alsalmi Company Limited with a title " HR Specialist " for 1 years 1 month in 2014-2015.

A job at Nasser Saeed AlHajri and partner Contracting with a title " Administration Supervisor " for 8 months in 2013-2014.

A job at Zain Telecom and Internet with a title " VIP service representative " for 1 year in 2012-2013.

A job at Traffic Signal Factory with a title " Administration Assistant " for 8 years 2 months in 2003-2011.



Courses :

Saudi Labor Law-Employee Rights and Responsibilities.

Introduction to Human Resources Functions.

Leadership Essentials.

Smart Work Ethics.

Labor Education according to Saudi Labor Law.

Completing The Track Leadership.

Leadership Skills.

Microsoft Windows XP.

MS Office 2000/XP " Word, Excel, PowerPoint, and Access ".

Internet tools.

Typing.

Fire Prevention and Control.



Courses :

Training requirements identification course - Management supervision course.
Polarization and selection cycle - Time management cycle.
Cybersecurity course - Disaster and crisis management course.
Infection control cycle - First aid training programmer.
Volunteering Basics Course.
Corona Pandemic Workshop: Managing Stress and Anxiety.
Training workshop for the preparation of workplaces for the protection of the Covid-19 virus.
Cybersecurity awareness course - Character Patterns Cycle.
Critical analysis course in the work environment - Introduction to Human Resources Tasks.
English enjoyment skills - Saudi Labor Law - Workers' Rights and Duties.
Coronavirus infection prevention and control measures - Use basic English grammar.
Keys to excellence and career creativity - Job readiness.
Explore the profession - How to get through a job interview.
Professional Plan - Secrets of the success of the interview.
Remote work culture - Management remote work culture.
Culture of work remotely educational aspect - Communication skills.
Ways to communicate in the work environment - Communication skills at work.
Leadership - Driving fundamentals.
Driving skills - Employment Support Program for Skills Raising.
Ways to communicate in the work environment.
English speaking skills for beginners.
Introduction to Microsoft Outlook - Introduction to Microsoft Word.
Introduction to Microsoft PowerPoint.
Keys to effective negotiation - Find out for you.
Labor culture according to the Saudi labor system - Master Microsoft Excel 2013.
Smart Business Ethics - Managing work pressures.
Successful communication skills at work - Teamwork skills.
Personal Safety and Social responsibilities - Techniques of safety of life and search and rescue.
Medical emergency basic - Human resources planning training program.



Note :

References, copies of certificates & recommendation will be available upon request.