

ABOUT ME

Detail-oriented and professional with 8.5+ years of experience and proven knowledge of HR management and Administration.

CONTACT

■ M.alhamali1@gmail.com

☎ 0534349440

🌐 www.linkedin.com/in/mustafa-al-hamali-15938068

Saudi Arabia, Qatif



EDUCATION

🎓 **PORTLAND STATE UNIVERSITY**
B.S Human Resources Management & Management and leadership
Graduation: 2014

MUSTAFA ALHAMALI

HUMAN RESOURCES / BUSINESS ADMINISTRATOR

OBJECTIVE

Looking to apply my unique strengths to a business in order to gain further work experience in a variety of fields. Aiming to leverage my skills to successfully fill the role at your company.

EXPERIENCE

Crew Officer

ZAMIL OFFSHORE SERVICES COMPANY **NOV 2018 – MAR 2019**

- Follow up the movement of ships
- Establishing an annual financial plan for the Saudi Seafarers program
- Coordinate entry & Exit of the marine crew
- Assist in submitting monthly and annual reports to management.
- Submit a five-year operation plan report directly to Aramco for IKTVA
- Ensure monthly payroll is ready.

HR Coordinator

ZAMIL OFFSHORE SERVICES COMPANY **AUG2014 – NOV 2018**

- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Interview job applicants to obtain and verify information used to screen and evaluate them.

Office Support Specialist

PORTLAND STATE UNIVERSITY **JULY 2010 – JUNE 2014**

- Providing general office and event scheduling support for the Conferences & Events staff.
- Serving as a key representative of the department, professionally and efficiently address the needs of visitors and incoming information requests by phone, email and in person.
- Scheduling events for student groups, PSU departments, and University guests, also assist all office staff with tasks and projects.

SKILLS



Portland State University

Portland



Oregon

On recommendation of the University Faculty, and by the authority of the State of Oregon, Portland State University hereby confers upon

Muztafa A Alhamali
the degree of
Bachelor of Science

Business Administration: Human Resources Management

Business Administration: Management & Leadership

With all the rights and privileges appertaining thereto. Given on this fifteenth day of June, Two Thousand and Fourteen.

Michael Rose
Interim Chancellor

William Donagan
President of the Board

Wm. W. W. W.
President of the University

الرقم : 143702
التاريخ : 1439-11-02
الموضوع : طلب معادلة شهادة
رقم النموذج : BC1439973020



المملكة العربية السعودية
وزارة التعليم - التعليم العالي
وكالة الوزارة للشئون التعليمية
الإدارة العامة لمعادلة الشهادات الجامعية

((إشعار بنتيجة طلب معادلة شهادة))

اسم الطالب	رقم الهوية الوطنية
مصطفى بن عبدالله بن سلمان الحمالي	1045114202

بيانات الشهادة المطلوب معادلتها :-

بلد الدراسة	أمريكا
الدرجة الحاصل عليها	بكالوريوس
التخصص	Business Administration-human resource management & management & leadership (إدارة موارد بشرية وإدارة وقيادة)
مسمى الشهادة	Bachelor of Science / بكالوريوس العلوم
الجامعة	PORTLAND STATE UNIVERSITY
سنة التخرج	2014 م

قرار لجنة معادلة الشهادات الجامعية :-

القرار	معادلة
تعادل بدرجة	البكالوريوس (في التخصص ذاته)

تنبيه هام جدًا :-

لا يعتبر هذا الإشعار صحيحا إلا بعد تدقيق صحة كامل البيانات الواردة في هذا الإشعار من قبل الجهة المستفيدة من خلال الدخول على الرابط التالي:
<https://eqs.moe.gov.sa/Certificate/Verification>

مدير عام الإدارة العامة لمعادلة الشهادات الجامعية
د. هشام بن عبدالعزيز التويجري
(نسخة إلكترونية)



حيث تعتمد الإدارة العامة لمعادلة الشهادات الجامعية على نظام إلكتروني متكامل فإنه لم يعد هنالك حاجة لإصدار أي قرارات ورقية ويجب على صاحب الطلب أو الجهة المستفيدة الرجوع إلى موقع وزارة التعليم لمعرفة نتيجة طلب المعادلة من الرابط أعلاه .

SSN *****7267

PSU ID 963786638 Date of Birth: 14-FEB

Date Issued: 24-APR-2018

Record of: Mustafa Abdullah Al Hamali

Page: 1

Issued To: Abdullah Salman Al Hamali
3599 Al Maa'refa St An nassira
16212799-17785819
Al Qatif, 32641-7405

Course Level: Undergraduate				SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
High School: FOREIGN HIGH SCHOOL 15-JUN-2007				Institution Information continued:			
Only Admit: Fall 2007 Quarter				Summer 2008 Quarter			
Current Major(s):				MTH 252	CALCULUS II	4.00 A	16.00
Major : Bus Adm: Mgmt & Leadership				UNST 266A	SEXUALITIES	4.00 A-	14.68
Major : Business Adm: Human Res Mgmt				UNST 266H	MENTORED INQUIRY	0.00 M	0.00
Degree Awarded : Bachelor of Science 15-JUN-2014				Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 30.68 GPA: 3.83			
College : The School of Business				Fall 2008 Quarter			
Major : Business Adm: Human Res Mgmt				MTH 253	CALCULUS III	4.00 D+	0.00 E
Major : Bus Adm: Mgmt & Leadership				PH 211	GEN PHYSICS W/CALCULUS	4.00 D+	0.00 E
SUBJ NO.	COURSE TITLE	CRED GRD	PTS R	PH 214	LAB-PH 201, 211 OR 221	1.00 B	3.00
				UNST 2281	FAMILY STUDIES	4.00 B-	10.68
				Ehrs: 8.00 GPA-Hrs: 5.00 QPts: 13.68 GPA: 2.73			
INSTITUTION CREDIT:				Winter 2009 Quarter			
Fall 2007 Quarter				ECE 201	ELEC ENGR LAB I	1.00 C-	1.67
CS 161	INTRO COMPUTER SC I	4.00 F	0.00 E	ECE 221	ELECTRIC CIRCUITS	4.00 C-	6.68
MTH 111	INTRO COLL MATH I	4.00 C	8.00	MTH 253	CALCULUS III	4.00 C-	6.68 I
UNST 111A	COLUMBIA BASIN	5.00 C+	11.65	PH 212	GEN PHYSICS W/CALCULUS	4.00 C+	9.32
Ehrs: 9.00 GPA-Hrs: 9.00 QPts: 19.65 GPA: 2.18				PH 215	LAB FOR PH 202/212/222	1.00 B+	3.33
				Ehrs: 14.00 GPA-Hrs: 14.00 QPts: 27.68 GPA: 1.97			
Winter 2008 Quarter				Spring 2009 Quarter			
MTH 112	INTRO COLL MATH II	4.00 B-	10.68	MTH 254	CALCULUS IV	4.00 A-	14.68
SP 100	INTRO TO COMMUNICAIN	4.00 B-	10.68	MTH 261	INTRO TO LINEAR ALGEBRA	4.00 C+	9.32
UNST 112A	COLUMBIA BASIN	5.00 B+	16.65	PH 213	GEN PHYSICS W/CALCULUS	4.00 NP	0.00
Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 38.01 GPA: 2.92				PH 216	LAB FOR PH 203/213/223	1.00 NP	0.00
				Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 24.00 GPA: 3.00			
Spring 2008 Quarter				Summer 2009 Quarter			
MTH 251	CALCULUS I	4.00 B	12.00	MTH 256	APPLIED DIFF EQUAT I	4.00 B	12.00
PE 185	PH ED: WEIGHT TRAINING	1.00 P	0.00	PH 211	GEN PHYSICS W/CALC	4.00 C+	9.32 I
UNST 113A	COLUMBIA BASIN	5.00 A	20.00	UNST 254W	POPULAR CULTURE	4.00 B	12.00
Ehrs: 10.00 GPA-Hrs: 9.00 QPts: 32.00 GPA: 3.55				***** CONTINUED ON PAGE 2 *****			

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***** CONTINUED ON PAGE 2 *****



This official transcript does not require a raised seal.

Cynthia H. Baccar
Cynthia H. Baccar
Registrar
Portland State University



Portland State UNIVERSITY

SSN *****7267

PSU ID 963786638 Date of Birth: 14-FEB

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Record of: Mustafa Abdullah Al Hamali

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SUBJ NO.	COURSE TITLE	CRED GRD	PTS R	SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
Institution Information continued:				Institution Information continued:			
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 33.32 GPA: 2.77				Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 20.00 GPA: 2.50			
Fall 2009 Quarter				Winter 2011 Quarter			
CS 161	INTRO COMPUTER SCIENCE I	4.00 B	12.00 I	BA 205	BUS COMM USING TECH	4.00 B	12.00
EAS 101	ENGR PROBLEM SOLVING	4.00 D-	0.00 E	BA 211	FUNDAMENTALS OF FINANCIAL ACTG	4.00 C	8.00
ECE 171	DIGITAL CIRCUITS	4.00 D-	0.00 E	Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 20.00 GPA: 2.50			
Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 12.00 GPA: 3.00				Spring 2011 Quarter			
Winter 2010 Quarter				BA 213 DECISION MAKING W/ACTG INFO 4.00 B 12.00			
EAS 101	ENGR PROBLEM SOLVING	4.00 C	8.00 I	EC 201	PRIN OF ECON (MICRO)	4.00 C+	9.32
ECE 171	DIGITAL CIRCUITS	4.00 C	8.00 I	Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 21.32 GPA: 2.66			
ECE 202	ELEC ENGR LAB II	1.00 D	1.00	Fall 2011 Quarter			
ECE 222	ELECTRIC CIRCUIT ANALYS-II	3.00 D	3.00	EC 202	PRIN OF ECON (MACRO)	4.00 C	8.00
ECE 271	DIGITAL SYSTEMS	4.00 D-	2.68	STAT 243	INTRO PROB & STAT I	4.00 B-	10.68
Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 22.68 GPA: 1.41				Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 18.68 GPA: 2.33			
Spring 2010 Quarter				Winter 2012 Quarter			
EC 3140	PRIVATE & PUBLIC INVEST AN	4.00 C-	6.68	SOC 3390	MARRIAGE & INTIMACY	4.00 B+	13.32
PH 213	GEN PHYSICS W/CALCULUS	4.00 B-	10.68	STAT 244	INTRO PROB & STAT II	4.00 C	8.00
PH 216	LAB FOR PH 203/213/223	1.00 B	3.00	Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 21.32 GPA: 2.66			
SW 3010	INTRO TO SOCIAL WORK	4.00 A	16.00	Spring 2012 Quarter			
Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 36.36 GPA: 2.79				MUS 3020 SURVEY OF MUSIC LIT II 4.00 A- 14.68			
Summer 2010 Quarter				PA 4170 ETHICAL LEADERSHIP 4.00 A- 14.68			
PSY 3110	HUMAN DEVELOPMENT	4.00 A	16.00	Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 29.36 GPA: 3.67			
Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 16.00 GPA: 4.00				Fall 2012 Quarter			
Fall 2010 Quarter				BA 311 MARKETING MANAGEMENT 4.00 B+ 13.32			
BA 101	INTRO BUSINESS & WORLD AFFAIRS	4.00 B	12.00	BA 325	COMPETING W/INFO TECHNOLOGY	4.00 C+	9.32
COMM 220	PUBLIC SPEAKING	4.00 A	16.00	Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 22.64 GPA: 2.83			
Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 28.00 GPA: 3.50				***** CONTINUED ON PAGE 3 *****			
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SUBJ NO.	COURSE TITLE	CRED GRD	PTS R	SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
Institution Information continued:				Institution Information continued:			
Winter 2013 Quarter				Spring 2014 Quarter			
BA 302	ORGANIZATIONAL BEHAVIOR	4.00 B	12.00	BA 495	BUSINESS STRATEGY	5.00 A-	22.02
BA 339	OPERATIONS & QUALITY MGMT	4.00 B	12.00	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 22.02 GPA: 3.67			
Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 24.00 GPA: 3.00				Last Standing: Good Standing			
Spring 2013 Quarter				***** TRANSCRIPT TOTALS *****			
MGMT 351	HUMAN RESOURCE MGMT	4.00 B+	13.32	Earned Hrs GPA Hrs Points GPA			
MGMT 410	TOP: HR INFO & TECH	4.00 B+	13.32	TOTAL INSTITUTION	235.00	233.00	654.72 2.80
MGMT 448	TEAM PROCESSES	4.00 A-	14.68	***** END OF TRANSCRIPT *****			
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 41.32 GPA: 3.44							
Summer 2013 Quarter							
BA 301	RSRCH & ANALYSIS BUS PROBLEMS	4.00 C+	9.32				
BA 385	BUSINESS ENVIRONMENT	4.00 C	8.00				
MGMT 461	REWARD SYS/PERF MGMT	4.00 A	16.00				
MGMT 471	STAFF & EMPLOYEE SEL	4.00 A	16.00				
Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 49.32 GPA: 3.08							
Fall 2013 Quarter							
MGMT 445	ORG DESIGN & CHANGE	4.00 B	12.00				
MGMT 464	CONTEMPORARY LEADERSHIP ISSUES	4.00 B+	13.32				
MGMT 493	HUMAN RESOURCE STRATEGY	4.00 B	12.00				
MKTG 376	INTERNATIONAL BUSINESS	4.00 C-	6.68				
Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 44.00 GPA: 2.75							
Winter 2014 Quarter							
BA 303	BUSINESS FINANCE	4.00 C-	6.68				
PE 185	PH ED: ABS-LOWR BODY	1.00 NP	0.00				
PE 185	PH ED: WATER POLO	1.00 F	0.00				
Ehrs: 5.00 GPA-Hrs: 4.00 QPts: 6.68 GPA: 1.67							
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Cynthia H. Baccar

Cynthia H. Baccar
Registrar
Portland State University

Under the Provisions of Public Law 93-380, the information provided in this document is not to be released to others without the written consent of the student.

ACCREDITATION

Portland State University is accredited by the Northwest Association of Schools and Colleges. In addition, numerous schools, colleges, and departments within the university are accredited by special agencies and associations.

FORMER NAMES

Established in 1946 as Vanport Extension Center, the name changed in 1952 to Portland Extension Center, and in 1955 to Portland State College. On February 14, 1969, the institution was named Portland State University. Portland State University is one of the institutions comprising the Oregon University System (OUS), organized in 1932.

CREDITS

Portland State University operates on the quarter system. Fall, Winter, and Spring terms are each approximately 11 weeks in length. Summer term courses vary in length from 4 to 14 weeks.

REQUIREMENTS FOR GRADUATION

A baccalaureate degree requires a minimum of 180 quarter hours and a 2.00 GPA. Forty-five credit hours is the normal minimum for each advanced degree. All advanced degree requirements are listed in the Portland State University Bulletin. Graduate degrees require a minimum 3.00 GPA.

GRADE POINT AVERAGE (GPA)

No GPA is calculated for students last enrolled prior to Fall 1980. The cumulative GPA is determined by dividing the total quality points by the total credit hours for all terms. Only PSU work is used to calculate the GPA. Transfer credits are for information purposes only, and are not included in the GPA calculation.

COURSE NUMBERING SYSTEM

0-99	Basic courses, no degree credit
100-299	Lower Division
300-499	Upper Division
500-699	Graduate
700	Post-baccalaureate, prof. dev., non-degree credit
800	In-service, prof. dev., limited graduate degree credit
199/299/399	Special Studies

Courses that may be taken repeatedly, with varying credit:

At the 400/500/600 level:

Research	×01	Special Projects	×06
Independent Study	×02	Seminar	×07
Thesis	×03	Workshop	×08
Coop Ed/Intern	×04	Practicum	×09
Reading & Conference	×05	Selected Topics	×10

At the 800 level: 808 and 810

GRADING SYSTEM

Grade	Points	Undergraduate	Graduate
A	4.00	Excellent	Excellent
B	3.00	Good	Satisfactory
C	2.00	Satisfactory	Below Standards
D	1.00	Inferior	Failure (no credit)
F	0.00	Failure	Failure
+/-	0.33	Plus or minus 0.33 points to letter grade, excluding A+ and F (effective Fall 1992)	

MARKING SYSTEM (all disregarded in GPA)

I	Incomplete; mark is permanent after one calendar year
IP	In-Progress; select graduate courses and UNST 421
P	Pass; undergraduate C- or better, graduate B- or better
NP	No Pass
W	Withdrawn with no penalty
X	No Grade Received/No Basis For Grade
Y	Invalid grade reported by instructor
AU	Audit
M	Missing Grade

Appearing under the last column "R" (repeat)

E	Excluded from GPA
I	Included in GPA

Note: W-suffix or "WIC" in course title denotes a Writing Intensive Course

OTHER CODES

(Used prior to Summer 1991 on grade labels; appear left of credit hour)

AUD	Audited Course
R or RPT	Repeated Course
G, L, or GRD	Graduate credit for 400 courses; not used after Summer 1990
H or HON	Honors Course
E	Credit by Examination

Other codes are for internal use only.

TERM CODES PREVIOUSLY USED

F	Fall
W	Winter
S	Spring
U	Summer

UNIVERSITY STUDIES PROGRAM (established Fall 1994)

The Academic Requirements Committee of the Faculty Senate established that Freshman and Sophomore Inquiry credits transfer to other institutions as indicated below:

One term of UNST 100-level (5 cr)	5 credits general elective
Two terms of UNST 100-level (10 cr)	10 credits general elective
Three terms of UNST 100-level (15 cr)	3 credits writing (WR 121), 4 credits social science, 4 credits science, and 4 credits arts and letters
One term of UNST 200-level (4 cr)	4 credits lower division writing; applies to PSU lower division writing requirement

AUTHENTICITY

An official transcript displays the seal of Portland State University and an official signature. Verification or further explanation of authenticity may be obtained by contacting the Office of the Registrar.



6/22/2014

Re: Letter of Recommendation for Mustafa Al-Hamali

To Whom It May Concern:

For four years, Mustafa Al-Hamali worked under my supervision for the Smith Memorial Student Union at Portland State University. During that time, Mustafa developed excellent customer service skills, always showed great attention to detail, and exhibited a positive attitude in performing his duties.

I found Mustafa personally to be a pleasure to work with, and yet, also very professional in his interactions with clients and coworkers. He was a valued member of our Event Logistics Team, and was one of the few students entrusted with supervision duties over fellow employees. He often worked without direct supervision, and always performed his assigned work and showed great initiative in finding new tasks when he had completed his regular work assignments.

I think Mustafa would be a great asset to any work environment and wholeheartedly recommend him for serious consideration at your place of employment. Please feel free to contact me if you have any further questions about Mustafa's work experience or professionalism.

Sincerely,

A handwritten signature in black ink that reads "Mark Russell". The signature is stylized with a large initial "M" and a long horizontal stroke.

Mark Russell

Operations Manager

Smith Memorial Student Union

Portland State University