

AHMED ALAMRI

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Experienced HR assistant seeking an HR role that allows for continued education and advancement. Eager to work at an organization with consistently high employee satisfaction ratings. Hoping to apply skills to continually advance policies and improve communication between employees and management.

EXPERIENCE

2018 – 2021

HR ADMIN, ALYAMAMA CO - CONTRACTED WITH ARAMCO

Team leader • Time keeper

2013 – 2014

HR ADMIN ASSISTANT, PROCARE HOSPITAL

Time keeper • send employee rebates reports

2011 – 2013

ADMIN ASSISTANT, ALFALAK CO – CONTRACTED WITH ARAMCO HOSPITAL

Time keeper • Preparing and following up the agenda of meetings • Scheduling vacations for employees • Work controller • Sending report to supervisor

2007 – 2010

CUSTOMER SERVICE, RIYADH BANK

Customer care, service, and sales

EDUCATION

2004 - 2006

PROGRAMMING, COLLEGE OF TECHNOLOG

TRAINING COURSES

- **Art of dealing with others course**
SAUDI GLOBAL INSTITUTE - 3 days
- **Microsoft word 2016 (intermediate level) course**
SAUDI GLOBAL INSTITUTE - 2 days
- **CPR & Basic First Aid**
SAUDI GLOBAL INSTITUTE
- **Customer care**
QUALITY HORIZONS TRINING CENTER– 5 days
- **Qualifying program for branch staff certificate**
Riyad Bank

LANGUAGES

Arabic

Native language

English

Intermediate - Completed Intensive program in USA, ELS language centers