


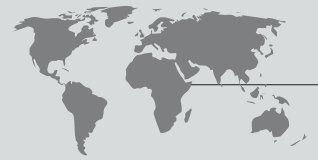
AMER MOHAMMED AL-ALWAFI

Saudi  Saudi Arabia 

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To give my best performance as a human resource specialist in your reputable organization, bringing strong knowledge of human resource policies and ability to utilize this knowledge in meeting deadlines.

EDUCATION



Bachelor of in Business Administration

- Imam AbdulRahman bin Faisal University
- G.P.A: 3.40 out of 5



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

2012 2013 2014 2015 2016 2017 2018 2019 2020 2021

EXPERIENCE

Al Shalawi Int'l Holding Company

- HR Officer - 5 years
- 2016 - 10/2021



Esar Real-Estate Company

- Employee Affairs Specialist
- Duration: More than 2 years

Tasks:

- Employees affairs, governments relationships, recruitment and payroll.
- Dealing with ERP Software Services- Motakamel Software Services.
- Updating finger- print and Form layout and design.
- Organizing employee passports, filing Iqamas until employee came from vacations.
- Dealing with Ministry of Labors , Tamm and Qiwa.

Contracts: Administrative communications that relate with Aramco Company as HR coordinator in 2016

COURSES

Certificate of Graduation from Culture, Works ESL. Oshawa - Ontario Canada - 2 years

- Diploma of computer (Hardware & Networking) from Softools computer institute India
- Certificate from General Organization for Social Insurance (GOSI)
- Several engineering courses at University of Ontario Institute of Technology (UOIT) - Oshawa Ontario Canada
- Course in the Saudi labor system
- King George English School Center - Toronto Ontario Canadaetc

SKILLS



Microsoft programs



Organization



Time management



Problems Solving



Data analysis



Teamwork



Thinking creativity



Effective Communication

LANGUAGES

English ★★★★★

Urdu ★★★★★

Arabic ★★★★★