

# Ali Almomen

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## OBJECTIVE

To enhance my work ethics and skills and improving my communication abilities by obtaining a position in your respectable Organization.

## EDUCATION

- *Bachelor of Arts in Communication and Management* *May 2012*
- Saginaw Valley State  
University, University  
Center, MI United States

## LANGUAGE SKILLS

Fluent: **Arabic and English**

## Projects and Work

HR Coordinator in Universal Cold Store Trading Company November 2019 – present

- Responsible Working on Gosi website and Saudization for the Company on daily basis.
- Responsible for and Working on the medical insurance for the employees on daily basis.
- Responsible and Providing the employees with Zain sim cards for the work-related tasks.
- Ensuring compliance with legal, contractual or statutory procedures on personnel management such as recruiting, welfare benefits and work contract termination.
- Defining job positions for recruitment and managing the interview process
- Carrying out staff induction for new team members.
- Managing personnel's individual and collective development, such as training, assessment and promotions.

HR Manager Assistant and HR Coordinator in Gulf Business Horizon Co, Nokia and Huawei May 2015- Jun18

- Ensuring compliance with legal, contractual or statutory procedures on personnel management such as recruiting, welfare benefits and work contract termination.
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- Overseeing the smooth running of HR-related administrative tasks, such as holiday management, sick leave, replacement jobs and wage payments.
- Following up litigation and disputes involving company personnel.
- General office management issues.
- Answering work related calls.
- Solving Employees Affairs.
- working on government documents for the employees like renewing and issuing resident license.
- Using Muqem and Ministry of Labor Websites on dailybases.
- Typing letters for the employees.
- Interviewing potential employees and reading CVs
- Responding to employees concerns and questions over the email and phone.

Library Website Analysis, usability Testing and others:

*Fall 2013*

- Worked on analyzing the resources of the Saginaw Valley State University.
- Recruiting users to be test takers, asking them questions along the way and videotaping the experiment.
- Helping to draft the final report and coming up with solution for the client.
- Editing the videos to highlight the weaknesses of the website.
- I also worked on analyzing a website for another person and drafted a report about the website.
- Recruiting test takers to test the website and asking them question along the way while taking notes.

Office of International Students at SVSU:

*Winter 2013-Summer 2014*

- Worked as translator for new international students.
- Worked in the orientation with the new students.
- Organizing and Submitting different documents

Saudi Students Club

*Fall 2009-Fall 2013*

- Organizing and participating in different events.
- Representing Saudi and Islamic Culture.
- Working as Digital Media Consultant and designer.

#### ○ ACHIEVEMENTS

- Defensive Driving Certificate August 2018
- Osha Certificate August 2018
- Fire Safety Certificate August 2018
- Nebosh HSW Certificate August 2018
- Six Sigma: Yellow Belt Certificate June 2013
- Leadership Development Certificate March 2013

- ISO 9001 & ISO 14001- Quality Management System Certificate March 2013

- Dean's List

*Fall 2010*

#### INVOLVEMENTS

GTRI Global Talent Retention Initiative of Michigan Conference:

*Fall 2013*

- Attending and participating in the Conference.
- Participating and attending Work Shops.

Promoting a Catherine Tumber's speech on SVSU Campus:

*Fall 2012*

- Problem solving solutions related to event management.
- Creating different profiles on social media sites for event promotion.
- Marketing environment- friendly subject matter to interested parties and friends within the University.
- Composing written report outlining educational value of the speech.

SIMS- Public Speaking Competition:

*Fall 2009*

- -Responsible for organizing the location of the event and served as host for the event.
- -Accurately timing the contestants to ensure the guidelines were adhered to.

SVSU Cultural Night Participant:

*Winter 2007-2008*

- Performing on stage with many other participants of our various cultures
- Choreographed dance routines.
- Brainstormed various ideas with the event committee members.

World Passport and International Food Event:

*Fall 2006-08*

- Showcase cultural significance.
- Interacting with people and introducing new culture especially kids.
- Showcasing different variety of international food.
- Cooking and serving foods to public and students

#### SKILLS

- Microsoft Office: Word, PowerPoint, and Excel
- Multimedia: Adobe Flash, Photoshop, Illustrator, and In-design, Dreamweaver Video Software: Silverback, Camtasia software, and iMovie.
- Programming Languages: HTML, JavaScript, Visual Basic. IBM Statics Software and Sapp.
- Time Management, Organization, Leadership, Self-motivation, Communication, Decision Making, Conflict Resolution, Adaptability, and ability to work under pressure.
- Knowledge of Ministry of labor laws.

