

CV

CONTACT ADDRESS:

- DAMMAM Saudi Arabia
- 0563931144
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PERSONAL DATA

Date of Birth : 06/27/1989

Marital status : single

LANGUAGES

- English

- Arabic

SKILLS

- Proficiency in Microsoft Office
- Reporting skills
- Verbal communication
- Office administration procedures
- Attention to detail
- Telephone skills
- Able to working faster in short time.
- Ability to work under pressure

MUSTAFA ALGHAZWI

SUMMERY

- Outgoing individual who seeks extensive adventure in everything! Working toward achievement, I am open-arms to opportunities that will broaden my horizon. A team player, willing to lead or follow, eager to learn and is self-motivated. Enthusiastic and personable, my passion is to contribute, support, and make a difference.

EXPERIENCE

- February 2021 - CURRENTLY WORKING
Government relations, Safa Aluminium Saudi
 - Keep up-to-date data for all employees.
 - Managing and supervisor all duties of Government Relations Officer (GRO)
 - Preparing all employee related application for GRO.
 - Following, renewal, maintain all company documents such CR, Saudization, GOSI, Tax etc.
 - Communicating with Governmental entities to issue licenses and other related. documents as required.

- JUNE 2019 – DECEMBER 2019
HR ASSISTANT INTERN - WALMART
 - Answering employee questions
 - Creating and distributing documents
 - Maintaining calendars of HR management team
 - Compiling reports and spreadsheets and preparing spreadsheets
 - Scheduling job interviews and assisting in interview process
 - Preparing new employee files
 - Administering new employment assessments

- JANUARY 2017 – JUNE 2019
ADMINISTRATIVE ASSISTANT, TROY UNIVERSITY
 - Answering and directing phone calls to relevant staff.
 - Scheduling meetings and appointments.
 - Being a point of contact between staff and students.
 - Greeting and directing students to their needs.
 - writing and issuing emails to staff, students and departments.

EDUCATION

DECEMBER 2019

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
GLOBAL BUSINESS, GENAREL BUSINESS TROY UNIVERSITY
ALABAMA. USA**

COURSES

- Global Human Resource Management
- Human Resource Development
- Staffing
- Global Marketing
- Consumer Behavior.