

HAITHAM ALHARTANI



Contact

Address:

Al-Thaghr District - jeddah

Phone:

+966 548877995

Email:

Haitham.alhartany@gmail.com

Languages

Arabic – mother language

English – medial

Summary

Administrative I can make the right decisions in a short time, I am good at working under pressure, I find the solution in time and I study my decisions well before I implement them. I try to innovate, develop, reach different and distinctive results, and add new ideas to work so that it comes out in the best picture

Skill Highlights

- Computer skills
- Strong decision maker
- Complex problem solver
- Office software skills
- Innovative
- Service-focused

Experience

Head of Information and Data Department - 11/2015 to 01/2022

Al-Matin International Plastic Industries Company, Jeddah

- Making payroll marches and following up on attendance and departure.
- Follow up on residency renewal.
- Making administrative letters.
- Making travel reservations for employees.

External Procurement Officer 2011 to 2014

Al Shehri Spare Parts Company Jeddah

- Purchasing the necessary heavy auto spare parts, following them up until their arrival, ensuring their conformity, and making receipt certificates at the port

Sales Coordinator 2005 to 2010

Attia Steel Company Jeddah

- Issuing invoices to customers and following them up until they reach the customer

Education

Bachelor's degree in Computer Information System

Jordan - Amman 2004

Certifications

- IT in the Workplace - How to Present data
- Introduction to Strategic Planning for HR
- Fundamentals of Management
- Introduction to Human Resources Functions
- Design fundamentals and design thinking
- leading businesses
- digital content industry