



# Mansour AlHaidary

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Riyadh, Saudi Arabia 11372

## SKILLS

- Guest relations
- Workflow management
- Organizing massive groups
- Employee data management
- Contract management
- Employee policy implementation
- Payroll input

## PERSONAL DETAILS

**Nationality:** SAUDI ARABIAN

## LANGUAGES

### English

Fluent  
IELTS OVERALL SCORE 7

### Arabic

Native

## PROFESSIONAL SUMMARY

Experienced Hajj Organizer strives to exceed client expectations and always go above and beyond. Provides comprehensive client support from initial venue advice and selection, complete food and beverage requirements, through to advice on event styling. Independent individual with objectives to gain experience in payroll, record maintenance and staffing needs. Eager to train and orient new employees and evaluate performances. Committed to provide fostering environment for employees.

## WORK HISTORY

June 2023 - June 2023

**HAJJ ORGANIZER**, mashariq golden hajj , Makkah, Mecca Region

- Advised customers on various catering and drinks package options.
- Arranged and coordinated catering for the hajji's.
- Organized the hajji's during the stage of Mina

March 2022 - March 2023

**Conference Organiser**, Prince Sultan Medical City, Riyadh, Riyadh Region

- Helped in organizing Conference Papers
- Guided Conference members to their designated areas

July 2018 - October 2018

**HR Assistant**, Building Basics, Riyadh, Riyadh Region

- Handled employee enquiries and complaints, escalating issues to managers when needed.
- Facilitated employment offers and drafted contracts.
- Booked team travel and accommodation within strict budget constraints.
- Provided proactive, professional and efficient HR operational service.

## EDUCATION

**High School Diploma**, Sciences

**AL FARIS INTERNATIONAL SCHOOL**, Riyadh, Riyadh Region