

# Afnan Almassary

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## OBJECTIVE:

To show my passion as HR Practitioner, and apply my knowledge and skills in the job to add morevalue to the organization in line with Saudi Arabia's Visions 2030..

## EDUCATION:



**(2010-2017) Prince Mohammad Bin Fahd University (PMU)**  
Bachelor's Degree in Management Information System- Khobar, Saudi Arabia

## TRAINING EXPERIENCE:



**( February2022- till now) Foodics (Position: Technical Support Specialist)**



**(July2020- till now) Mobily Company “part timejob” (Position: Customer Care)**



**(October 2018 –April 2019) AlshayaInternational Trading Company (Position: HR Administrator)**

### Tasks in Recruitment Department:

1. Review candidates' applications.
2. Schedule and coordinate interview.
3. Send new employees to Alshaya trainingacademy to have the required training.
4. Enter new employees' data through varioussystems including Oracle and EPAF.
5. Construct new employees files from A to Z.

### Tasks in Government Relations Department:

1. Store license renewal (Baladi - Amana)
2. CD license renewal (Salama)
3. Issuance / Renewal poster license & Boardlicense (Amana)
4. Payment Request /Closing Payment.
5. Communicate with Maintenance Co. to getefficiency Certificates (Samara).
6. Communicate with CCTV Co. to get CCTVCertificates and info (Securtas).
7. Communicate with brands \ stores.
8. Police permit requirement.
9. Notifications



**(March 2017 – May 2017)**  
**Gushat International Company**  
**(Position: Help Desk)**  
**Tasks:**

1. Solve the Technology problems in the company
2. Develop the company website in the design and how to be more professional and unique.
3. Do the inventory for the device such as (Computer, Phone, Printer and Scanner)
4. I did the program for IT works System Report in Access.
5. I did the weekly report for problem I solve it.

**TRAINING COURSES:**

- **(2022- till now) Victory Training and Development Institute**  
Certificate in Chartered Institute of Personnel Development (CIPD), Manama, Bahrain
- **(2021) Ministry of Communications and Information Technology**  
certificate in Soft Skill , Saudi Arabia
- **(2018) Al-Khaleej Training & Education**  
Certificate in IT Skills(CIT) -Khobar, Saudi Arabia
- **(2018) Center for Human Resources Professionals Training**  
Human Resources Management Course -Khobar, Saudi Arabia

**SKILLS:**

Communication Skills:

- Good speaking and writing English.
- Plan and organize content.
- Teamwork

Technology skills:

- Microsoft Office
- Java, Html
- Movie Maker.

Organizational skills:

- Leadership
- Critical thinking and problem solving.
- Work well under pressure

**REFERENCE:**

Available on request