



## Summary

Seeking to continue the profession where my dedication, expertise and talent will bring the organization creating a sharper edge within the industry. Aspiring for a challenging position to contribute to the company's growth and in turn ensuring personal growth within the organization.



## Work experience

07/2018 - present

### Station & Project Manager – Operations Department SAAS Co. (Saudi Amad for Airport Services)

Managing operation Logistic support for ground services, Saudi Airline Crew for Airside and landside, Foreign Airlines Ground services, Deportees Passenger Logistic services.

10/2016 - 05/2018

### Insurance Actuary - Insurance Department SEITCO ( Saudi Emirates Integrated Transport Company)

Assess the risk of potential events, and they help businesses and clients develop policies that minimize the cost of that risk.

09/2014 - 09/2016

### HR Supervisor – HR Department SEITCO (Saudi Emirates Integrated Transport Company)

Develops and administers human resources programs and policies including staffing, compensation, benefits, immigration, employee relations, training, and health and safety. Ensures human resources strategies align with organizational business goals.

### HR Payroll – HR Department SEITCO (Saudi Emirates Integrated Transport Company)

process employees' paychecks by collecting their payroll data and timesheets. include verifying employees' work hours and payment through the payroll system, issuing deductions, earnings and other statements to employees and updating payroll records regularly.

2012 - 2014

### Customer Service Supervisor - Khozama Co.

Provides direction to the Customer Service Division by assigning, directing, and reviewing work of staff.



## Skills

### - PERSONAL SKILLS

Creative thinking skills



Accuracy



Problem solving



Project Management



Ethical



Flexibility



Operation Manager



Leadership



### - PROFESSIONAL SKILLS

Communication



Cooperation and teamwork



Stress Management



Decision Making





## Certificates

09/2020	Leadership Development Programmed (HRDF)
09/2020	Human Resource Development Fund (HRDF)
06/2018	Saudi Academy of Civil Aviation (SACA)



## Education

05/2016	Bachelor's in Finance Management Texas Southern University
08/2004	Bachelor's in Business Administration Imam University



## Languages

Arabi



English

