

Objective

- Highly motivated student in Business Administration seeking long term action role highly energetic and collaborative real player who takes pride in being punctual and dependable. motivated with solid experience managing all levels of large-scale projects.

Highlights of Qualifications

- **Communications Skills:** Effectively conveys information verbally and in writing.
- **Flexibility/ Adaptability/ Managing Multiple Priorities:** Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- **Leadership/ Management Skills:** Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high performance standards.
- **Reliability/ Responsibility/ Work Ethic:** Productive and committed with a solid work ethic.
- **Proficient Computer Skills in:** Microsoft Office, including Word, Excel, and Outlook.

Experience

- **Euro Group, Business Development Specialist**

September 2021 – Present

- Analyzing and expanding business operations toward sustained growth.
- Evaluating and improving sales, marketing, and branding strategies.
- Identifying and developing new lines of business based on consumer behavior.
- Performing competitor analysis toward obtaining an increased market share.
- Developing client relationships and strengthening industry partnerships.
- Identifying new clients by researching and creating networking opportunities.
- Negotiating and closing business deals that promote sustained revenue.
- Registering the Company on SAP Ariba.

- **New Horizons Contracting & Maintenance Company, HR Specialist**

October 2018 – September 2020

- Responsible for The HR Delivery and Consulting with the Management to Streamline the Processes in order to fit the Organization Needs/Goals.
- Implementing effective HR policies.
- Partnering with the leadership team to understand and execute the organizations HR and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Establishing and maintaining company's employee relations and regulations systems.
- Responsible for all GOSI Requirements.
- Managing talent acquisition process.
- Initiating and managing the process of mobilization and demobilization.
- Responsible for monthly Payroll report.
- Provide Training to all employee on the new System "Oracle" and show them how to use it.

Education/Training

- **Bachelor in Business Administration** *January 2016*
 - Imam Abdulrahman Bin Faisal, Dammam, Saudi Arabia
- **PMP (Online Course)** *2020*
- **Training Course in Human resources Management (Online Course)** *2019*
- **Creative Sources Training Center - Secretary Work and Archiving** *2017*
- **Creative Sources Training Center - New Employees Workshop** *2017*
- **Creative Sources Training Center - Communication Skills Workshop** *2017*
- **Taqaat Center - Work Ethics Workshop** *2017*
- **Canadian Centre for Languages - English Course** *2016*

References

Available Upon Request
