Abeer Almuallem

Riyadh, Saudi Arabia abeerahmad492@gmail.com +966549994390 Abeer Almuallem

CAREER OBJECTIVE

Achieve the success throw the challenge may I face, also increase the productivity and improve the services by the quality I apply it.

SKILLS

- Microsoft Word, Power Point, Excel, Access, OneNote.
- Helping other people. Have
- high energy level.
- Leadership and communication.
- Fast to respond.
- Logical and objective.
- Organization evaluation. Relate
- well to others.
- Multi tasker person.

EDUCATION

Master of Public Affairs 08/2013 – 05/2015
Park University Kansas City, MO, USA

Diploma of Computer Programming 10/2005 – 06/2007
Althaqafi institute Riyadh, Saudi Arabia

Bachelor of Textile & Clothing 08/2001 – 05/2005
Prince Noura University Riyadh, Saudi Arabia

PROFESSIONAL EXPERIENCE

HR Manager
Oivan Company 10/2021- 12/2023
resolve problem for employee
review the performance
screen CV for candidates

HR Supervisor

Road Logistic Copmany 08/2020 – 06/2021
- Renew the passport and Eqamah, Exit Visa, change the occupation by Muqeem
Create contract for employees by Mudad.
- Inquiry about traffic violations by Tamm. •
Apply international visa by Qiwa.

HR Specialist 12/2017 – 05/2019
Lush
- Posting jobs & attending job fairs.
- Searching new candidate to interview.
- Adding employee to GOSI and health incurance. •
Documenting employee files.
- Follow up the labor law update.

Certificate

Human Resources Specialist Skills
11/2016
Alnahdah Institute

Legal Aspects of Human Resource Management 07/2018
Sky global training institute

The Social Insurance System and its Executive Regulations 01/2019
General organization for social insurance

Volunteer

Zahra Breast Cancer Association 07/ 2016

Awareness patient for Cancer also link the patient and hospital if they need any special needs

Mawaddah Society

Prepare Ramadan boxes for poor people 05/ 2017