

PERSONAL

Name
Abdullah Azzahrani

Address
Dhahran, Eastern Province, Saudi Arabia P. O. Box 1374 Saudi Aramco
31311 Eastern province

Phone number
+966558522205

Email
abdullah_azzahrani@hotmail.com

INTERESTS

Jogging and cultural exploration

LANGUAGES

Arabic ★★★★★
English ★★★★★

ABDULLAH AZZAHRANI

A hard working and adaptable HR professional seeking a challenge that empower me to apply the knowledge acquired through my work experience and education, while serving the organization to achieve its goals in an effective and efficient way.



EDUCATION AND QUALIFICATIONS

Jan 2020 - May 2024 **Bachelor of Business Administration**
Arab open university, Dammam
Graduate with Second Honors (GPA 3.35/4).



WORK EXPERIENCE

Aug 2017 - Oct 2020 **HR Manager**
Saudi Geophysical Consulting Office, AlKhobar

- Prepare all staff files and contracts.
- Responsible for Recruitment process.
- Employees evaluation/vacations.

Apr 2016 - Aug 2017 **Digitizer**
Saudi Geophysical Consulting Office, Dhahran/Saudi Aramco

- Member of the (Core Description Project).
- Describe the wells through WellCad data digitizing software.

May 2014 - Feb 2016 **Administrative assistant**
Al-Amwaj Wooden trading Company, AlKhobar

- worked as an administration assistant at the head office.



SKILLS

Microsoft word, excel and access ★★★★★

Quick learner ★★★★★

Time Managment ★★★★★

Critical thinker ★★★★★

Problems solver ★★★★★



COURSES & CERTIFICATIONS

- 21st - 25th April 2019, certification of Social Insurance System and its Executive Regulation (GOSI).
- Mar 2019, attend the MEOS Middle East Oil & Gas show and confrence in Al-Manama, Bahrain.
- Mar 2018, GEO Middle East Geosciences conference in Al-Manama, Bahrain.
- 7th Jan - 11th Feb 2018, HR Management Diploma through the (Chamber of Commerce).
- July 2018, ISO 9001 & OHSAS 18001 Integrated Management System Auditing Certification (TUV Nord).
- Oct 2017, presented the company at (Wadaef Expo) in AlKhobar, Saudi Arabia.



REFERENCES AVAILABLE UPON REQUEST