

Name: Meshal Mohammed A Almutawa

Date of Birth: October 12, 2003

Mobile: +966533777971

Email: MeshalAlmutawa03@outlook.com

Marital Status: Single

Professional Summary

Fresh graduate of business administration bachelor degree from University of Imam Abdulrahman Bin Faisal with experience in HR through a co-op program. Skilled in administrative support, and keen to contribute to business operations through entry-level roles.

Education

- IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

Bachelor of Business Administration
Graduation Date: **May 2025.**



Internship Experience

- Eastern Province Cement Company (June 2024 – August 2024)

- **Co-op training (Human Resources Section)**



- Assisted in administering employee health insurance benefits, including enrollment, and claims support
- Managed and tracked vacation and leave balances using internal HR systems
- Supported the payroll process by collecting and verifying timesheets
- Monitored and recorded employee absences and tardiness for further required corrective actions
- Participated in the recruitment process including screening CVs of candidates

Academic Projects

- HR Operations Application. Developed a concept for a mobile application to streamline all HR operations in one app. It focuses on automating administrative tasks to improve efficiency. The project is aligned with applied HR practices and includes a user-interface to for mockups and operational flow.

Skills

- Technical skills: MS Office (Excel, Word, PowerPoint).
- Soft skills: communication, time management, adaptability.

Languages

Arabic (Native), English (Proficient)