

ABDULAZIZ ALZAID

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HR ASSISTANT

🎯 OBJECTIVE

Business Administration Manager

seeking to leverage his skills in

HR, Marketing and Supply Chain

Management to support the organizations
goals. Possesses

strong skills in strategic planning,

process Improvement and talent

management with a focus on

driving efficiency through

effective marketing strategies

and supply chain opumization

Well organized, hardworking and dedicated
to enhancing support

to meet growing demands

⚙️ SKILLS

Time management

Microsoft Office

Teamwork and collaboration

Communication

Problem solving

Working on electronic programs

Social media management

🌐 LANGUAGES

Arabic | Native

English | Elementary.

Language course at Berlitz

📅 EXPERIENCE

CO-OP TRAINING HUMAN RESOURCES MANAGER

Jul 2024 — Oct 2024

Intercontinental - Al Khobar — Saudi Arabia, Eastern, Khobar

17 weeks of training in the HR department at IHG Academy

🎓 EDUCATION

Bachelor of Business Administration

Jan 2020 — Oct 2024

King Faisal University — Saudi Arabia, Alhasa

17 weeks of training in the HR department at IHG Academy

📜 CERTIFICATIONS & COURSES

Monshaat

Entrepreneurship Camp

Berlitz

Language course at Berlitz

Jarir Bookstore

Summer Program

Al-Ahsa Chamber

E-commerce platforms