

Salman Mohammed Al-Mohlabdi

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Profile

I look forward to joining your esteemed organization and sharing my information and professional services with you and having more functional skills and practical experience. And to be an effective element with the work team in achieving the facility's goals, in addition to being an effective part of the Kingdom's Vision 2030 Eager to contribute to your esteemed organization by sharing my expertise and professional services, bringing enhanced functional skills and practical experience. Committed to playing a significant role in achieving the facility's goals and actively participating in the Kingdom's Vision 2030.

Education

Bachelor's of Human Resources Management

05/2021 – 08/2025 | Jeddah, Saudi Arabia

University of Jeddah

Experience

Dar Aletiman AlSaudi Company

02/2024 – 04/2024 | Jeddah, Saudi Arabia

Human Resources Intern

- Practical experience in Human Resources, including recruitment, employee file management, and attendance tracking.
- Strong skills in report preparation and document archiving using Microsoft Office tools.
- Ability to organize workshops and training programs and support onboarding processes for new employees.
- Excellent communication skills and a team-oriented mindset with the ability to solve problems and take initiative.

Administrative Assistant / Office Manager

02/2021 – 04/2024 | Khulais , Saudi Arabia

Office Management

- Maintained effective communication with clients and internal teams.
- Scheduled meetings and coordinated between departments.
- Prepared reports, archived documents, and managed correspondence.

Skills

- Microsoft programs
- Guide and leadership skills.
- Writing reports and reports in correct and good language.
- Dealing with e-mail.
- Identifying the problem and describing it accurately.
- Critical and analytical thinking skills.
- Ability to work with others within a team.
- Time management.
- Arrange files and documents correctly.

Certificates

- Excel Course
- Word Course
- Risk management
- Fundamentals of Artificial Intelligence
- Industrial health and safety

Languages

- English
- Arabic