

Futun Mohammed Alayli

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I have recently graduated, and I am now actively seeking a job opportunity where I can apply what I have learned and benefit from the company experience. I look for a word to Work in an environment that allows me to develop my skills in human resources management and contribute to the company. Sustainable success

EDUCATION

Imam Abdulrahman Bin Faisal University | 2022 - 2024

Diploma in Human Resource Management (HRM)

GPA 4.14 out of 5

EXPERIENCES

Customer Service, Al-Amar Food Company (Domino's) | Mar 2020- Mar2025

- Register and confirm orders
- Receive and process phone orders
- Ensure the readiness of orders
- Resolve issues faced by customers

Internship, Allamaa Furniture Factory | June - Aug 2024

- Create an organizational structure for the factory
- Develop an employee manual
- Establish an operational plan for the Human Resources department
- Design a performance evaluation model
- Write official correspondence
- Create an Excel spreadsheet for tracking employee leave balances
- Prepare a labor request and issue a visa for entry
- Conduct personal interviews with applicants
- Write job advertisements

Internship, Prince Sultan College | Mar - June2023

- Revise job descriptions for some departments
- Present training opportunities on the Tamheer platform
- Notify employees of updates to work policies and regulations
- Input foreign employee information into the Masar platform
- Identify and report violations

CERTIFICATES

- Draft official letters and proposals
- Applications of the Saudi Labor System
- Applications of artificial intelligence in e-commerce
- Project management
- Human Recourses Management
- Strategic planning for organizations
- Strategic planning for human resources

TECHNICAL SKILLS

Strategic Planning | Report Preparation | Customer Service | Performance Management | Compliance
Supervision Proficiency in Microsoft Office | Expertise in Odoo for Human Resources | Familiarity with the Qiwa platform.

SOFT SKILLS

Effective Communication | Team Collaboration | Problem Solving | Attention to Detail | Time Management |
Conflict Resolution Multitasking | Organizational Skills | Relationship Building.

LANGUAGE

- Arabic
- English