


Fahad Ali H Munthiri

Personal Information's

Name: Fahad Ali Hussein Munthiri
DOB: 08/09/1996.
Relationship status: Single
Nationality: Saudi
Address: Saudi Arabia, Jeddah
Languages: English, Arabic

CONTACT Information's

 **PHONE:** +966 590594007

 **EMAIL:** fahadmunthiri@gmail.com

 **LinkedIn:** <https://2u.pw/qV6QpV4M>

Skills

Microsoft Office programs (Word, Excel, and PowerPoint)

Organization and time management
Ability to manage time effectively to priorities activities and meet deadlines.

Teamwork
Ability to work fairly and productively alongside others.

Communication
Ability to communicate clearly and succinctly both orally and in writing.

Reliable, flexible and hard working

References: Upon Be Requested.



Education

**Bachelor Degree of English literature, King Abdul Aziz University.
08/2018.**

GPA 4.27 Out of 5.



Experience. Training Courses & Certificate

**HR officer at Al Murjan Rawaq for Hotel Services.
12/2024 - Present**

Responsibilities; Searching Candidates by LinkedIn and Bayt.com.
Screening Cvs. Coordinate Interviews By outlook.
Making Job Contracts by Government Platforms QIWA. GOSI.
Making Payment Requests. Making Reports.

Follow up on the resolution of technical Issues of government platforms. Follow up on employees' private medical insurance claims and supervise the delivery of payment requests to the financial department



**Recruitment Coordinator at Al Murjan Group Holding
10/2022 – 11/2024.**

Responsibilities; Searching Candidates by LinkedIn and Bayt.com.
Screening Cvs. Coordinate Interviews By outlook.
Making Job Contracts by Government Platforms Qiwa . Gosi.
Making Payment Requests. Making Reports.
Follow up on the resolution of technical Issues of government platforms.



**HR Coordinator at Isam Khairi Kabbani Group of Companies – IKK Fulaz.
07/2020 – 10/2022.**

Responsibilities; Archiving employee files .Handing over and receiving HR documents . Schedule interviews. Making attendance reports. Administrative Assistance for Human Resource Department.



**Crew Trainer at Reza Food Services McDonalds.
05/2019 – 06/2020.**

Responsibilities; supervising the training of the restaurant's service staff. Follow up the handling of customer complaints
Follow up on the visits of the human resources department to the store and record notes .
Follow up on visits by the company's Quality Management Department and work on addressing the comments.



Control Staff at Amn Wa Amman Security Company in Samba Bank. 06/2016 – 12/2016.

Responsibilities; Monitoring the bank's entrances and exits using cameras, preparing the necessary reports and submitting them to the bank's security department.



STEP Certificate 68 out of 100.

Bayt Recruiter Certificate.

Educational Professional License

aPHRI under progress.

