

# Muneer Hejji Youssef AL-Hayek

AL Riyadh - Aldar Albida

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966567430224

## Career objective

I look forward to working with a leading and competitive company in the Saudi labor market, to apply my theoretical and practical knowledge, which will contribute to raising the Self-employment and achieving the Kingdom's Vision 2030

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## Education

Bachelor's degree, Business Administration

GPA: 3.41 / 5

From: Imam Muhammad Bin Saud Islamic University

Graduation Year: 2021

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## Experiences

Abdul Aziz Ibraheem AL-Qurashi Perfumes Company (Store Operations Manager) [Apr2019-Apr2020]

- Periodic follow-up, and preparation of sales inventory reports required by management.
- Provide faster and more professional self-service, maximizing positive customer satisfaction rates.

Sala Entertainment Company (Store Supervisor & Games Operator) [Sep2021-Jun2024]

- Apply safety protocols and follow the necessary instructions for using electronic games.
- Check electronic games periodically and inform management of any technical problems.

AL-Ramla AL-Bayda Mining Company (Human Resources Writer) [Feb2024-YET]

- Preparing reports related to employee affairs, and coordinating them on Office programs.
  - Developing and implementing policies for human resources in the company, and allocating estimated budgets according to the will of management.
  - Be informed and comply with periodic changes to labor legislation, and inform employees of what is necessary to ensure the progress of work and raise their efficiency.
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## Courses

- Modern human resources management skills
  - Basics of financial accounting in the public sector
  - Writing and communication skills in the work environment
  - Digital skills in professional life
  - Principles and skills of customer service professionalism
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## Skills

- Familiarity with human resources systems and administrative database systems
  - Professional integrity
  - The ability to organize tasks accurately by coordinating them in the form of timetables
  - Excellent proficiency in using office programs
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## Languages

- Arabic
- English