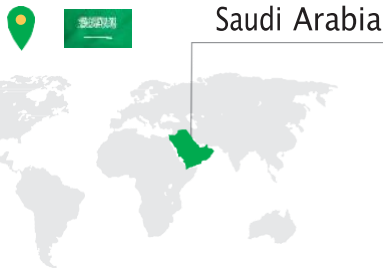




# Mashari Abdullah Alohal



## Contact

- +966554229345
- mashari-998@hotmail.com
- Kingdom Saudi Arabia
- 1984
- Married

## skills

- Computer proficiency
- Time management and punctuality
- Work under pressure
- Team work
- Good dealing with colleagues
- Ambition, leadership and future vision
- The ability to deal with others

## Languages

- Arabic ●●●●●
- English ●●●●●



## Qualifications

- Diploma**  
Major: Human Resource Management



## Experiences

- Awj International Contracting Co**  
**HR and Administration Manager**  
04/2020 until now
- Al-bilad Co. for Consultancies & Solutions**  
**Operations Team Leader in Human Resources Department**  
**Early Childhood Project Manager**  
03/2019-03/2020
- Preparing the appointment system according to the system followed in the Ministry of Education
- Establishing a technical support department for the project
- Mutual contribution with the Ministry in facilitating transportation from cities to contracts
- Alrajhi Al Saudia Group**  
**HR & Administration General Manager**  
08/2011-02/2019
- Ending the new identity of the group in the year 2018
- Planning and preparing executive programs for HR management
- Implementation of planning and executive programs for HR
- Editing all appointments, dismissals, resignations, and vacations
- Ensuring the implementation of the procedural and legal rules relating to employment and workers
- Follow up on keeping the files of employees in the legal form according to the instructions with the manager
- Analyze all problems related to employment, such as dropouts
- Anwal united Co**  
**Gov. relation Supervisor**  
07/2007-07/2011



## Practical skills

- Save and recall documents and documents
- Organizing meetings, preparing the agenda and writing minutes
- Dealing with desktop computers
- Dealing with Microsoft Word
- Dealing with (Outlook Express) professionally
- Dealing with the Power Point program and preparing slides
- Dealing with printing and photocopying devices
- Administrative skills to manage those under his supervision and distribute business to them
- The ability to accomplish and perform more than one job at one time
- Preparing appropriate expressive formulations for correspondence
- Familiarity with the laws organizing work and workers



## Training Courses

- Advanced skills in human resource management
- Methods of work in the management of employment
- Saudi labor and workers system
- Recent trends in human resource management
- advanced human resources mangement professional diploma
- Recent trends in human resource management
- Project Management Professional ( PMP )