

# Hamad Almousa

Riyadh, 13515 | +966550697620

Hamadmousa1998@gmail.com

I am searching for a place to improve and expand my knowledge and skills in Human Resources Management and working for a high-performing and professional company.

## EXPERIENCE

### Talent Acquisition Specialist

May 2022 - Jan 2024

Saudi Business Machines, Riyadh

Hiring processes for Neom, NIC, Riyadh Bank, Al Rajahi Bank, SADIA, STC III, and JCP working as Manpower supply.

### Admin Assistant

Jun 2021 - Mar 2022

Dar Al Riyadh, Riyadh

Document control (archiving - data entry - auditing) Issuing Minutes of meeting documents Issuing Time sheets and auditing them Creating job descriptions

## EDUCATION

### Associate's Degree - Human Resources Management

Sep 2016 - Jan 2019

*The Institute of Public Administration, Riyadh*

## SKILLS

**Expert in:** Effective communication, Giving Speech in front crowds, Time management, Self-Learning, Collaborator

**Intermediate in:** Computer & M.S office, Effective working relationships

## LICENSES & CERTIFICATIONS

### ILETS

2020

*IDP*