

# WALEED ALSHRAIF

## PROFESSIONAL SUMMARY

To do my best to reach the best positions and the highest levels by operating my skills and energy in my Job and reaching my goal and the position that I aspire to reach.

## WORK HISTORY

- HUMAN RESOURCES OFFICER 06/2021 to 08/2021  
Thimar Aljazirah company (TAC), Riyadh
  - Supported and monitored overall soldier welfare.
  - Recruited, hired and oversaw staff, managing job interviews, conducting exit interviews and leading onboarding sessions.
- . APSG company for six months the position was HR Operations Specialist
  - Recruitment, training and development of employees.
  - Ensure that employees are appointed to their specified salaries and on time.
  - Approving the job description for each advertised vacancy.

## SKILLS

- Excellent computer skills in Microsoft Word, Excel and PowerPoint Presentations and Internet Skills
- Problem solving skills
- Team working skills.
- Communication skills
- Self Confidence.
- Time management skills.
- Interpersonal skills.

## EDUCATION

I graduated from Prince Sattam bin Abdulaziz University with a Bachelor's degree in the College of Business Administration and my major is Human Resources management on January 2022  
With a GPA 4.40 out of 5, with a grade of very good.


## CERTIFICATIONS

English language level 1-4 for four months in academy alzarqaa in Riyadh

introduction to human resource management number of training hours : 4

An introductory introduction to strategic human resources planning number of training hours :4

## LANGUAGES

Arabic: Native language  
English:  B2  
Upper intermediate