

ABDULMALIK ABDLLAH ALSERHAN

Bachelor's degree in English Language and Literature

CAREER OBJECTIVE

I aspire to work in a job that enables me to use my capabilities and expertise to develop my skills on a personal and professional level and contribute to the development of the entity in which I work to reach achievement and excellence.

EDUCATION

Bachelor's degree in English Language and Literature

Prince Sattam bin Abdulaziz University

Graduation year | 2022

EXPERIENCES

International Refreshments Company LTD, PEPSICO.

Starting from 01/15/2023 until now.

- **Data entry**
- Entering the data into a computer, after which it's sorted and saved manually in the designated places

Tamheer trainee in Al Jomaih Bottling Plants

from 28/03/2022 to 28/09/2022

- **Recruitment officer:**
- localization of Saudis and recruitment for administrative jobs and other departments jobs.
- Collecting candidates data from LinkedIn, Bayt website, etc. and complete recruitment procedures.
- Arranging interviews, preparing contracts, adding employee information in Oracle system.
- **HR Service Officer:**
- Adding recent employees to company medical insurance.
- travel coordinator, ticket reservation.
- HR investigation and ensuring government complaints for all employees.

COURSES

- **Legal aspects of human resources and the Saudi labor system**
- **The Foundations of Human Resources Management in Doroob**
- **Introduction to Human Resources Functions in Doroob**

PERSONAL DATA



16/07/1999



Single



Saudi



Riyadh



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0500120193

SKILLS

- Proficiency in the use of computers and Microsoft Office programs
- Ability to perform administrative tasks
- the ability to work under pressure
- Time management and punctuality
- Speed of learning and task completion
- Effective communication with others