

Fawaz Alshammari

Contact

Riyadh

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OBJECTIVE

- Seeking an opportunity to develop my knowledge and skills to participate in achieving the goals and objectives of the organization

EDUCATION

- **Master's Degree of Public Administration** - Human Resources Management with an "Excellent" grade and GPA of (4.80/5) Full Time from King Saud University in Feb 2022
- **Bachelor's Degree of Business Administration** - Financial Management with a "very good" grade and GPA of (4.01/5) Full Time from Majmaah University in Jan 2018

EXPERIENCE

- **HR Trainee (Tamheer Program)** – Al Abdulkarim Company
Mar 2022 – Sep 2022
 - Update HR Policy and Procedures Manual
 - Improve Employment Contract
 - Develop HR forms
 - Calculate End of Service Reward and Overtime Hours
 - Interview Candidates
 - Registration of New Employees in Social Insurance

PROFESSIONAL CERTIFICATIONS

- Certificate in IT skills (CIT) in May 2019

SKILLS

- English Language
- Multitasker
- Flexibility
- Communication
- Fast Learning