

Nassser Hamoud

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Professional Summary

Holder of a Bachelor's degree in Sharia from Umm Al-Qura University and a Diploma in Human Resources Management from the Institute of Public Administration. Possesses advanced skills in analysis, organization, and effective communication, and applying expertise in human resources management. Demonstrates the ability to work within multidisciplinary teams and achieve objectives efficiently. Known for precision in task execution and adaptability to diverse work environments. Aims to contribute to the development of a productive work environment through practical and knowledge-based skills.

Education

- **Bachelor's in Sharia | Umm Al-Qura University | 2020**
- **Diploma in Human Resources Management | Institute of Public Administration | 2023**

Professional Experience

Human Resources and Government Relations | Royal Future Company | Present

- Developing and implementing HR policies in compliance with local regulations.
- Managing recruitment procedures and performance evaluations.
- Coordinating with government entities to finalize official transactions.
- Maintaining and updating employee records periodically.
- Resolving workplace conflicts and providing administrative support to teams.

Sales Representative | Royal Future Company | 1 Year

- Achieving monthly and annual sales targets.
- Assisting customers by providing product consultations.
- Handling customer inquiries and offering tailored solutions.
- Preparing sales reports and analyzing data to enhance performance.
- Participating in marketing campaigns to drive sales growth.

Crowd Organizer | Makkah Train Waiting Area | Seasonal Role

- Guiding passengers and managing queue flow for seamless operations.
- Providing travelers with train schedule information.
- Addressing emergencies and escalating issues to relevant teams.
- Ensuring compliance with safety protocols and maintaining order.
- Submitting daily operational reports.

Receptionist | Seasonal Role

- Welcoming visitors and directing them to appropriate departments.
- Handling phone calls and recording messages.
- Scheduling appointments and updating system data.
- Providing administrative support to teams as needed.
- Monitoring office supply inventory.

Cashier | Clothing Store

- Processing sales transactions accurately and efficiently.
- Managing cash handling and end-of-shift reconciliations.
- Assisting customers with exchanges and returns.

Skills

Soft Skills

Quick Learning | Time Management | Adaptability | Negotiation | Monitoring | Erp | Resource Management | Troubleshooting

Practical Skills

Data Analysis | Project Management | Strategic Planning | Effective Communication | Organization | Team Collaboration

Technical Skills

HR Management Systems | Data Analysis | Report Writing | Time Management | Research & Analysis | Microsoft Office | Outlook | Windows | Academic Writing | Presentations | PowerPoint | Excel

Languages

Arabic: Native | English: Advanced