

Tamam AlTamami

HR MANAGEMENT

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Objective

A motivated Human Resources Management graduate from Prince Mohammed Bin Fahad University, seeking opportunities to apply my knowledge and skills within challenging work assignments and contribute to the success of the organization. I'm constantly working to develop myself professionally and personally by learning and improving.

Experience

HR Coordinator | Abdulaziz Hamad Al-Fares& Sons Company, Dammam **Jul 2024 – Feb 2025**

- Developed my current knowledge of HR laws and regulations (Saudi Labor Law)
- Worked on the HR reports
- Handled the medical insurance
- Managed the employee's clearance process
- Coordinated candidate interviews, and filtered CVs for certain positions

Co-op Trainee | Saudi Aramco | Cooperative Affairs, Dhahran **Jan 2023 – Mar 2023**

I was working on different areas of HR, planning, and reporting.

- Prepared HR reports
- Worked on the Innovation Portal
- Handled the OT for employees
- Worked on the division's presentations
- Coordinated candidate interviews at the Employment Center

Education

Prince Mohammed Bin Fahad University **Sep 2017 – Dec 2022**

Bachelor's Degree of Science in Human Resources Management

College of Business Administration

Skills & abilities

MS Office | Teamwork | Critical thinking | Analytical skills | Competitive | Multitasking

Projects & Activities

CAPSIM Project **May 2022**

I worked on CAPSIM project to complete my Assessment III course at PMU. The goal of this course is to help students gain a practical understanding of the actual competitive marketplace. To win the game is to look at your competitions to see what they are doing, and then adapt and strategize to make better decisions in the simulated business environment.