



MAHDI SALEM ALAMRI

HUMAN RESOURCES MANAGEMENT

Seeking for an entry-level position in any department in an institution related to my skills and experience, where I can gain experience and make a positive contribution through my skills. I developed many skills such as working under pressure, dependable and hardworking in getting the tasks done within the deadline.

EXPERTISE

Management Skills
Communication
Critical Thinking
Leadership
Microsoft Office

LANGUAGE

Arabic : Native speaker
English : Fluent
IELTS - Score : 5

CERTIFICATE

Costumer Service

Ministry of Human Resources
2017

Relationship Of Management

Ministry of Human Resources
2017

CONTACT

+971504384443
UAE , Abu Dhabi
Mahdiialamri@hotmail.com

EDUCATION

2017 - 2020 **MENA College Of Management**
Bachelor of Human Resource Management
2014 - 2015 **Al Ettihad High School**
High school certificate

WORK EXPERIENCE

2023 - present **Air Traffic Controller Assists**
GANS
• Assist in organising flight plans for aircrafts.
• Monitor aircraft movements on the ground and on the air.
• Complete daily activity reports.
• Coordinate the aircraft movements within an assigned air space.

2022 - 2023 **Patient Administrator**
Mediclinic Hospital
• Managing the flow of patients.
• Acting as a point of contact for patients.
• Fielding telephone calls
• Creating spreadsheets and filing.

2020 - 2022 **Retail Sales Representative**
Ikea
• Creates a sparkling organized environment by maintaining store standards.
• Participates in and attends all store meeting.
• Participates in all inventories.
• Meeting sales targets.

2021 - 2022 **Volunteer**
Expo 2020
• Welcoming visitors to the pavilion and providing information.
• Introducing the pavilion content. shows. Programs and commercials.
• Orienting visitors and assisting them in finding orrers at the event site.