

THAMER MOHAMMED ALJAEZI

Abha, Saudi Arabia | aljaezit@gmail.com | 0538790839

<https://www.linkedin.com/in/thamer-aljaezi-b98166337?>

Human Resources Associate

Human Resource Management | Employee Data Systems | Administrative Support

Motivated and detail-oriented Business Administration graduate with a concentration in Human Resources. Hands-on experience through cooperative training in a government healthcare organization, specializing in employee data management, payroll support, and electronic archiving. Adept at working with HR platforms, digital tools, and internal communication procedures. Seeking to contribute to an HR team in a structured work environment that fosters continuous learning and growth.

Professional Experience

Aseer Health Cluster – Human Resources Department Administrative Intern | Jan 2025 – May 2025

- Updated employee records in the official HR platform Mawared, ensuring accuracy and accessibility
- Assisted in payroll preparation by verifying attendance and leave reports.
- Responded to employee inquiries on administrative and financial matters, coordinating with relevant departments.
- Organized and electronically archived employee files for efficient retrieval.
- Processed travel authorization requests and maintained related documentation.

Education

Bachelor's Degree in Business Administration – Human Resources | King Khalid University | 2025

- GPA: 4.18

Training & Certifications

- Human Resources Apprenticeship Program (HRAP) | Accredited by CPD | Talenzia | July 2025
- Emotional Intelligence | Misk Foundation | Jun 2025
- Data Analysis | Misk Foundation | Jun 2025
- Strategic Planning for Organizations | Dorooob | Apr 2025
- Risk Management | Dorooob | Mar 2025
- The Foundation of Human Resource Management | Dorooob | Feb 2025
- Introduction to Human Resource Function | Dorooob | Feb 2025

Skills

Personal Skills

- Effective communication
- Quick Learner
- Emotional intelligence
- Team collaboration

Professional Skills

- HR fundamentals
- Employee data management
- Electronic archiving
- Handling administrative inquiries

Technical Skills

- Microsoft Office
- Word
- Excel
- PowerPoint
- Outlook
- Presentation design
- Typing speed
- Resource management
- Social media tools
- Mawared system

Languages

- Arabic
- English