Anwar Al-Laith

0581065038 anwar_allaith@outlook.com Saudi Arabia

Motivated and results-driven Languages and translations graduate seeking a challenging position within a large organisation. Offering a strong foundation in quality assurance, data analysis, and management, with a proven ability to drive efficiency, deliver successful outcomes and collaborate within cross-functional teams.

KEY COMPETENCIES

Process improvement	Report writing and presenting	Strong interpersonal skills
Quality Assurance & Control	Critical thinking skills	Proactive and self-motivated
Events Organization	Excellent communication skills	Exceptional organisational skills

PROFESSIONAL EXPERIENCE

Arab Company for Laboratories and Soil

Quality Officer March 2024 - Aug 2024

1. Monitor and ensure products, services, and processes meet quality standards.
2. Implement and maintain quality control systems (e.g., ISO standards).
3. Conduct regular inspections, tests, and audits to identify quality issues.
4. Document and report quality performance and non-conformities.
5. Investigate root causes of quality problems and recommend corrective actions.
6. Train staff on quality standards and procedures.
7. Collaborate with teams to improve processes and ensure compliance.

HR Support March 2024 - Aug 2024

1. Assist with recruitment processes (posting jobs, scheduling interviews, onboarding).
2. Maintain employee records and ensure data accuracy in HR systems.
3. Support payroll and benefits administration.
4. Handle employee inquiries and provide basic HR guidance.
5. Assist in organizing training and development programs.
6. Prepare HR documents (contracts, letters, reports).

King Abdulaziz International School

English Teacher May 2023 - Dec 2023

1. Plan and deliver engaging English lessons aligned with the curriculum.
2. Assess and evaluate student progress through assignments, tests, and exams.
3. Provide constructive feedback to students to support their development.
4. Create a positive and inclusive classroom environment.
5. Communicate effectively with students, parents, and staff.
6. Participate in school events, meetings, and professional development.
7. Encourage critical thinking and a love for literature and language.

CERTIFICATIONS

English course
Mayflower College at Plymouth, England 2017

Academic Writing course Tabuk University, Tabuk 2017

ALI Institution at University of Toledo in the USA 2023

Secretary and Executive Office Management Course, National E-Learning Center 2024

Microsoft Power BI course, Courses 2024

EDUCATION

UNIVERSITY OF TABUK 2018-2021
Bachelor in Languages and translation
with Class Honor and GPA of 4.45

EXTRACURRICULAR ACTIVITIES

Community Volunteer
KING ABDULAZIZ CHARITY SOCIETY

LANGUAGES

Arabic: Native
English: Fluent