

# Tahani Hazazi

## Human Resources Management

eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, and success, excel at work , to acquire new skills.

### Contact

#### Address

Riyadh, 01, 11564









#### Phone

053 012 1225

#### E-mail

tahaniabdulrahman21@hotmail.com

### Skills

English language		Very Good
Computer proficiency		Excellent
Problem solving		Excellent
Work under pressure		Excellent
Harmony with the workteam		Excellent
Faster learning		Excellent
Punctuality		Excellent
Knowledge and fond of exploration		Excellent

### Education

2018-12 -  
2019-01

#### High School Diploma

SHAQRA - Huraymila

diploma for two years.

American Educational Center - Beirut

English language certificate

2019-07 -  
2019-08

WATAN FIRST INSTITUTE - Riyadh

A training course that includes human resources and microsoft office.

Community College

A course in writing formal letters.

Community College

A Workshop on the feasibility study projects.

### Work History

#### Human Resources Specialist

BAIT AIGALEED CO.

2020-12 -  
2021-02

#### Human Resources Executive Secretary

ALMOBTY CONTRACTING CO., Riyadh

I worked on many administrative affairs matters, including registering employees in social insurances, medical insurances employee contracts, and organizing manager appointments, in this field i learned a lot of professional information .

2019-10 -  
2020-03

#### Manager

WINTER WONDER LAND, riyadh

2019-02 -  
2019-03

#### Sales Assistant

ALSHAYA GROUP, Riyadh