

HUDA ALSOMALI

Education

- 2021 • **Bachelor in Administrative and Financial Sciences**
Saudi electricity university
- 2019 • **Diploma in Human Resources Management**
2021 Princess Noura University
- 2016 • **Natural Sciences section**
2018 58 High School, Riyadh, KSA

Experience

- 2021 **HR**
Saudi Technology Development and Investment **coop training.**
- Organizing candidate data such as CVs and contact details.
 - Review the previous files of job candidates.
 - Coordinating interviews and communicating with applicants when needed.
 - Preparing reports on recruitment procedures.
 - Assistance in the recruitment and appointment of new trainees and review of files.
- Receptionist**
- 2021 **Receptionist**
3 months Sanad support services.
- 2019 **Receptionist**
2020 Curetech Company Ltd.
6 months
- 2019 **Sales associate**
2020 Anwal United Trading Co.
5 months
- 2019 **Sales associate**
4 months AK | M.A. Al-Abdulkarim & Co. Ltd

Voluntaring


- 2018 **Volunteer in Training & Development Division**
At King Faisal Specialist Hospital and Research Centre
- 2018 **Volunteer in Perfect Choice**
- 2015 **Volunteer in Luxuruy Event**
Breast cancer awareness campaign

courses

- 2021 **Introduction to Human Resources Functions** DOROOB
- 2020 **Master Microsoft Excel 2013** DOROOB
- 2018 **Academic English Course**
At Princess Nourah bint Abdulrahman
- 2017 **Ethical Charter for dealing with technology**

CONTACT

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SKILLS

- Bilingual (English and Arabic)
- Customer service skills
- Organizational skills
- Quick learner
- Microsoft Office programs
- Communication skills
- Strong in customer service skills
- Ability to work as a team member