



MUNIRAH SALEM AL QAHTANI

PERSONAL INFORMATION



Saudi



0557013357



munareh900@gmail.com



Riyadh, Saudi Arabia

LANGUAGES

Arabic

100%

English

50%

SUMMARY

Self-motivated with advanced knowledge of human resource principles and ability to professionally handle human resource assignment. look forward to a creative and stimulating work environment for the continuous development, which enables me to get a suitable opportunity to hone my skills and experiences and raise my career level.

EDUCATION

Diploma in Computer Science and Information Technology - Programming - | 2020

Princess Nourah Bint Abdul Rahman University
GPA: 3.97 out of 5, Very Good grade

WORK EXPERIENCES

Jadara Alalamia Brokerage Co | 05\2021 - Present HR Officer

- Working on employee contracts, calculating salaries and deduction, and writing warnings
- Familiarity with government sites (Mudad - Qiwa- Muqem- General Organization for Social Insurance .. etc)
- Employees evaluation (for each one)
- Conducting job interviews with applicants and sorting them

Commitment Officer

- Preparing reports for each department in the company and sending it to the senior management.
- Follow up the periodicity of the departments within the company.
- Awareness of employees of all the regulations of the Central Bank
- Constant communication with the Central Bank.

ccc by stc | 03\2021 - 05\2021

Customer Service - Marketing

- Marketing products and persuading customers to buy it and explaining its Features
- Handle a customers complaint and problems
- Achieving the monthly target.

CERTIFICATIONS TRAINING COURSES

- Certificate in IT Skills | CIT
- TOT - Training of Trainers
- Human Resource Management
- Workers' Culture according to the Saudi Labor Law
- Job interviews
- Cyber security
- Commitment Officer
- Personnel Affairs

SKILLS

- Proficiency in using computers and Microsoft Office software
- Conducting job interviews
- Human Resource Management
- Adaptation to work in a team or individually
- Responsible and leadership
- Fast and self-learning
- Verbal and written communication skills
- Work effectively under pressure