

# KHALID ALAJLAN

Human Resource Specialist

📍 Riyadh, Saudi Arabia

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## + ABOUT ME

A graduate of Human Resources major from the Institute of Public Administration and I have a love for knowledge and development, also I am excellent at working under pressure, and I always take the initiative and try to make a difference in the place I am and I aim to be a person with a positive impact in my work environment.

## + EDUCATION

Institute of Public  
Administration  
Riyadh  
2021  
**DIPLOMA**

HR major , with a grade of ( very good ) and G.P.A of 3.94 out of 5

## + SKILLS

MS WORD , MC Excel

Public Speaking

Teamwork

Time Management

PowerPoint

## + WORK EXPERIENCE

Araamis FEB 2021 - MAY 2021  
Riyadh  
**HR COORDINATOR**

coop training

Atheeb Group JAN 2022 - PRESENT  
Riyadh  
**HUMAN RESOURCE COORDINATOR**

preparing job offer letters for job candidates.

Coordinating interviews and communicating with applicants.

Work on government websites such as: Muqem , Qiwa , GOSI.

Working on vacations of all kinds, such as annual sick leave...etc

Letters such as experience certificates.