


Shahad Rayid Al-Mulla

Human Resources

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 Riyadh



OBJECTIVE

Working in an advanced company to gain the required knowledge and experience to develop and achieve the target of the company and ensuring the continuation of the company work.



EDUCATION

SEP 2019 - NOV 2021

Diploma of Human Resource In Rittal International Industrial of Higher Women for Training.
Rittal International Industrial of Higher Women for Training, GPA (4.88/5.00)



WORK EXPERIENCE

SEP 2021-DEC 2021

Human Resources Trainee

Ministry of Municipal Rural Affairs and Housing.

- Fostering a safe work environment.
- Managing employee relations.
- Administering payroll.
- Managing compensation and benefits packages.

MAR 2022 - JUN 2022

Sales Woman

EI-Faleh.

- Greet customers & Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases & Elevate complaints to management.
- Keep track of inventory.



Courses

- Google applications in office work.
- Introduction to the tasks of human resources.
- Fundamentals of human resource management.
- Labor culture according to the Saudi labor system.
- Introduction to strategic planning for human resources.
- E-marketing at the lowest costs.

SKILLS

Time Management.

Troubleshooting Skills.

Communication Skills.

Work as team member

MS Office

LANGUAGE

Arabic

English