

SHROUG ALGHAMDI

H R M A N A G E M E N T

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 Saudi Arabia - Dammam

EDUCATION

Albassam higher institute

Human Resources Management Diploma

2019- 2021

LANGUAGES

- ARABIC
- ENGLISH

SKILLS

- Computer Skills
- Microsoft Office
- Fast Learner
- Ability to Multitask
- Ability to Work Under Pressure
- Ability to Work in a Team
- problem Solving Skills
- Excellent Communication Skills
- Analytical Thinking Skills
- Time Management Skills

PROFILE

A recent graduate from Albassam higher institute , Joining a professional work environment that enables me to develop my practical and scientific skills, acquire new skills and to be an active and productive member to achieve it success and development for my benevolent country and serve it, I love working with a team, solving problems and I hope to develop myself at work.

EXPERIENCE

SALES - CASHIER | IMTIAZ ALARABIA CO.

MAR, 2022 - MAY, 2022

- install and configure software and hardware
- Attend on time for employees
- work together with other professionals to maintain standards and functionality
- resolving most issues coworkers

MANAGER ASSISTANT TRAINEE | OLUO NATIONAL SCHOOLS

AUG, 2021 - NOV 2021

- I worked at Riyadh Aleman Privet school 4 months
- Ensuring data storage is safe and secure
- Organize files and meetings
- Offer technical support for company and staff problems
- Helping the teacher in their class if she needs to
- Cycle data entry and word processing
- write activity reports for the commission on management