

# ABEER KONESER

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## CAREER OBJECTIVE

His Human Resources Coordinator with 3 years of Human Resources Management Experience I look forward to having a job as a Human Resources Specialist to utilize my capacity and skills in Human Resources Operations to ensure efficient and effective Human Resources Management.

## EDUCATION

Higher Diploma in Human Resources Development | Institute of Public Administration  
Year of Graduation: 2023.

Bachelor of Islamic Studies | King Saud University | Year of Graduation: 2017.

## EXPERIENCE

**Human Resources Coordinator** | National Consolidated Distribution Company | 2018-2021.

- Work and supervision of human resources operations.
- Familiarity with the handling of medical insurance.
- Work on the oracle system.
- Working on electronic platforms (Qiwa, Mudad, Muqem).

## TRAINING COURSES

- Preparation and qualification of human resources specialist | Riyadh Chamber.
- Commercial contract drafting and dispute settlement cycle | Riyadh Chamber.
- Explanation of the social insurance system | General Organization for Social Insurance.
- Data entry and text processing | Human Resources Development Fund.

## SKILLS

- Computer skills and Microsoft software.
- Effective communication.
- Adaptation and flexibility in working.
- Ability to learn all new.
- Lead, organize and provide solutions.
- Precision at work.
- Time management.