

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

MC 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

Recruitment stages, such as posting the job on recruitment sites,
Coordinating interviews with the candidate, preparing job offer.

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.

Medical Insurance .