

NADA ALKATHIRI

Human Resources Management

CONTACT

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Saudi Nationality

PROFILE

Fresh graduate in Human Resources Management with a GPA of 4.92/5. I would like to gain a practical experience in the field of human resources, Also I'm looking to develop my previous skills and acquiring new skills that will help to achieve the company's strategy and self-development

SKILLS

Flexibility
Team Work
Motive
Problem solving
Time
management
OriginationAnalyti
cs
Communication
Strategic thinking

EXPERIENCE

Senior Team Leader

2017-2023

Update the Tracker of work distribution and reported to the manager
Develop and Update workflow processes to optimize productivity and quality
Monitor the claims status on daily basis and finalized them within (TAT)
Evaluate and develop also manage the performance of the team members
Prepare the KPIs, KRIs, and other reports related if needed.

Team Leader

2013-2016

Distribution batches to the team
Prepare Team Productivity and reported to the Manager
Process the Claims and achieve high production

Claims Adjuster

2012-2012

Process the claims and applied company agreement fast and accurate
Achieve high production

Receptionist

2007-2012

Receive Customers at the front desk.
Register the basic and accurate information.

EDUCATION

Academy Of
Learning
2018-2020
Diploma In Human
Resources
Management
GPA 4.92 / 5
COOP student At
Aramco co.
Got the Ideal
student Shield in
2019

LANGUAGE

Arabic
English