

# Areej Dakheelalh Alfudail

A Highly professional individual, holding a Bachelor degree in Theology, with diploma in human resources management and accredited certificate in training of trainers. Adept at providing administrative support, assessing the performance of individuals, following up daily operations, training teams, discovering new development opportunities, ensuring compliance activities, supporting projects and human resources strategies, and providing the necessary support when needed by forecasting future goals, establishing training programs, and providing advice on best practices in enhancing the goals of the HR department. I have a social personality, as I am able to strengthen relationships between senior management and other departments and employees. I am currently seeking to achieve HR goals, and contribute to achieving the vision of the Kingdom of Saudi Arabia 2030.

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📍 Saudi Arabia

## CORE STRENGTH

Ability to ensure employees' commitment to implementing modern labor laws and updating compliance and improvement policies

Focus on evaluating the performance of students, identifying strengths and weaknesses, and preparing distinctive training programs to improve their skills

The ability to solve problems arising between employees, investigate the causes of the problem and prepare appropriate solutions

Skilled in attracting individuals' attention, building positive relationships, and enhancing communication with all departments to achieve the organization's comprehensive goals and vision

Good capabilities in training employees, as I hold an accredited certificate in human resources management and training of trainers

Possess exceptional conflict management and decision-making skills to ensure employee compliance

Familiarity with converting paper documents into electronic ones and keeping pace with developments and modern technology systems

Full understanding of Human resources functions and best practices

Able to create strategies for employee growth and development

Adept at recording and processing confidential information

## WORK EXPERIENCE

### Teacher - Islamic studies

Ibn Kholdoon School

2015 - 2018

### Project Manager

Maran Center for Family Counseling

### Trainer

Zaken Childhood Center

### Trainee

Ministry of Human Resources and Social Development

## EDUCATION

### Bachelor Degree of Theology

Imam Muhammad Bin Saud Islamic University

### Diploma in Human Recourses Management

Alfaisal International Academy

2021

GPA 4.98 out of 5

## SKILLS

Excellent communication and interpersonal skills

Performance Management

Leadership and supervision abilities

Negotiating capabilities

Administrative skills

HR strategy and planning

Personal development

Good presentation skills

Creative thinking

Organizational skills

Decision making

Reporting and researching

Problem solving skills

Coaching skills

Multitasking and working under pressure

Training and Development

Legal and commercial awareness

Strategic planning

Computer proficiency

## CERTIFICATIONS

Trainer of Trainers (TOT) Certification.

International Computer Driving License (ICDL)

## PATICIPATIONS

A training course entitled (How to Choose Your Right Specialization) under the supervision of Professor Prof. Dr. AL-Zaid's class and I got third place

Holding a workshop entitled "Identifying the Characteristics of Gifted People."


Participation in the third Gulf campaign for cancer awareness at the National Guard Hospital


Attending an event management and organization course


## VOLUNTEER WORKS


 Volunteering in the International Children's Day event.


 Volunteering on World Birth Deformities Day.

 Holding a workshop entitled "Identifying the Characteristics of Gifted People."

 Volunteering in organizing the Gulf Exhibition for the Autistic Children's Association.

 Volunteering in organizing the first stability forum by Dr. Asma AL-Ruwaished.

 Volunteering at the Ministry of Education ceremony in the presence of the Minister.

 Volunteering at the Ministry of Health at AL-Shumaisi Hospital, in the presence of the Minister.

## LANGUAGES

Arabic  
*Native*

English  
*Professional Working Proficiency*