

SARAH ALMASOUD

Human Resources Development

INFORMATION:

Gender: Female
DOB: February 28, 1998
Nationality: Saudi Arabia



CONTACT:



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Address:

Riyadh, Saudi Arabia

LANGUAGE:

Arabic

English

ABOUT ME:

- Fresh postgraduate human resources student with an excellent GPA (4.81 out of 5) looking for an entry-level job in the field of human capital.
- Strong fundamental knowledge in human resources development, recruitment, talent management, training & development, and change management.
- Proficient in Microsoft Office Suite software applications.
- Well-organized with strong detail orientation.
- Self-driven team player with strengths in communication and developing interpersonal relationships.
- Possess excellent planning, organization, time management and decision-making skills.
- Strategically coordinate and collaborate with various professionals to maximize performance in facilitating goals and attaining operational excellence.

EDUCATION:

Institute of Public Administration, KSA, Riyadh

Postgraduate Diploma in human resources development GPA 4.81 out of 5 – Jun 2023

King Saud University, KSA, Riyadh

Bachelors of science – May 2021

EXPERIENCE:

- **Riyad Bank** 6 months training in human capital under (program Tamheer).
 - Communicating with employees regarding performance issues and personal problems.
 - Providing administrative support to the HR department.
 - Assisting in recruitment processes and selecting new employees.

PROJECTS& ACADEMIC COURSES:

- Developed Job Analysis Research Project with CCC by STC.
- Researched and academically reported Emerging practices in human resources.
- Concluded multiple human resources courses including manpower planning, performance management employees' relation, human resources strategic planning and advanced practices in human resources.