

SHROOQ ALOTAIBI

HUMAN RESOURCES

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable

CONTACT

 **Dammam
Saudi
Single**

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EDUCATION

Diploma in human resource 2021/08/05

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results
- Microsoft Office software (Excel , Word , PowerPoint)
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WORK EXPERIENCE

Company : khaled saeed alhajri Trading.

From 22 Feb to 22 Jul

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing lists
- Monitored ongoing marketing campaigns
- Monitored press coverage

TRAINING COURSES

- use of computer in office work
- communications with clients
- introduction to human resource
- management basics
- stress management at work
- executive assistant series
- Customer Service - Professional Interaction
- Strategic Planning for Organizations
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