

CV

PERSONAL DATA

 Riyadh

 Nouraaldayan_10@hotmail.com

 0559371028

 24/1/1999

••• Skills

•• Experiences

••• Regularity

NOURA ALDOUSSRI

Personal Profile

A graduate of the Institute of Public Administration in Riyadh, I have mastered administrative roles, and I am always looking for development and excellence, and to learn all that is new in terms of work and science

Qualifications

- Graduated with Diploma in Human Resources - Institute of Public Administration
- Certificate of English language course - Gulf Institute
- Two and a half months cooperative training - Saudi Customs

Specialization: Human Resources

GPA: 4.4 of 5

Graduation year: 2020

Experiences through my training in Saudi customs

- scheduling interviews
- Respond to employee inquiries
- Entering employee data in excel
- Organizing contract papers
- Acceptance and rejection of medical insurance applications for employees

Skills

- English language
-
- computer use
-
- Ability to adapt to work difficulties
-
- the speed
-
- Communication

Career goal

I always strive for development and keenness to move forward and work in a field through which I refine my skills and provide my best