

AMNA RAEIF

Human Resource Management

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CAREER OBJECTIVE

look forward to expanding and improving my skills through leading organizations that support Vision 2030, not only for personal benefit, but to contribute more to the organization's advancement I have the skills to make a difference in my workplace.

EDUCATION

- INSTITUTE OF PUBLIC ADMINISTRATION 2020 - 2021
Human Resources Management
Diploma
- INSTITUTE OF PUBLIC ADMINISTRATION 2019
Course of English Language
- STEP English language competency test 2021
- AL-FAISAL INTERNATIONAL ACADEMY 2019
Certificate of Completion of the (A 3-month English course)

WORK EXPERIENCE

- Human Resources Trainee (COOP). Feb 2021 - Apr 2021
"RIYADH AIRPORT COMPANY"
- Conducting personal interviews
- Preparing contracts for trainees
- Recording visitor data on excel
- Human Resources Specialist Sept2022 - Feb 2023
(Tamheer Training)
"AMAN DAY CARE CENTER "
- Carrying out appointments according to the approved employment stages, from signing, directing, and others.
- Preparing plans to announce vacancies
- Implementation of the work and procedures of the annual performance appraisal process.
- Measuring job satisfaction among the company's employees.
- Develop an operational plan for the administration
- Work on the (Qiwa, Mudad,GOSI , taqat)

COURSES

- INSTITUTE OF PUBLIC ADMINISTRATION / 2021
Workshop on (Labor market preparation)
- DOROUB/2023 - Certificate of (Teamwork Skills)
- DOROUB/2023 - Certificate of (Communication Skills)
- DOROUB/2023 - Certificate of (Entrepreneurial Mindset and Crisis Management)
- DEVELOPERS STUDENT CLUBS /2022-
Certificate of Attendance (Introduction to Web Development)
- Completion of Training Course At King Fahd Medical City: (Employment Guidance)

SKILLS

- Business Acumen.
- Teamwork and Leadership.
- Planning & Organizing.
- Decision Making.
- Counseling Skills.
- Execution Excellence.
- Conflict Management.
- Detail Orientation.

LANGUAGES

- Arabic Level :Native
- English Level :Advanced