

Afnan Waleed AlRashed

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OBJECTIVE

Looking forward to getting a job that allows me to utilize my academic and professional background to the fullest so that I can enrich my experience and fulfill my ambition .

EDUCATION

JUN 2019 – APR 2020

Diploma of Human Resource Management (HR) , Riyadh Chamber – RIYADH .

JUN 2014 – MAY 2019

Bachelor of Science General Biology, Princess Norah Bint Abdulrahman University – RIYADH .

Practical skills

Organizational structure - Work on the salary scale - Write training content.

Work on the Mechanism of Procedures, policies, laws, and Regulations, and the Implementation of the governance system.

Skills and other languages

- Microsoft Office
- Time management skills and pay attention to details.
- Strong organization and interpersonal skills.
- Ability to learn quickly
- English (good)

CERTIFICATES

- Governance Courses .
- Strategic planning course .
- Public relations strategies and fundamentals.
- A course in building administrative and organizational structures and regulations
- Project Management Professional Course (PMP)