

✉ alanazialanoud21@gmail.com ☎ 0531185307 🌐 Saudi 📅 2-11-2000

<http://linkedin.com/in/alanoud-alanazi-8505561a6> 📍 Riyadh

Alanoud Khaled Alanazi

Human Resource Management "Fresh Graduate"
Institute of Public Administration – Riyadh, KSA



SUMMARY

I'm seeking to achieve an entry-level position to begin my career and to fully utilize my training and skills to achieve continuous growth. And looking to gain further experience and knowledge to assist the company in the accomplishment of its goals as well to support **Vision 2030**.

PERSONAL SKILLS

- Office Programs (Excel, Word, PowerPoint .etc.)
- Create a Job Description
- Leadership Team
- Relation -Building Skills
- Time Management
- Effective Communication
- Flexibility and Accuracy at Work

COURSES

- ✓ Quality of Work Life - **KAU**
- ✓ Motivate Employees -**IPA**
- ✓ Succession Planning – **IPA**
- ✓ Time Management and Stress Control- **EDRAAK**
- ✓ Human Resource Planning - **IPA**
- ✓ Be a Professional Problem Solver- **DOROOB**
- ✓ Effective Diction – **IPA**

Languages

Arabic - Native
English - Advanced
Turkish - Beginner

HOBBIES

Photography

Planning

Listening to podcast

Walking

Cooking

Traveling

EDUCATION

- **Human Resource Management Diploma**
Institute Of Public Administration - Riyadh, KSA
📅 Jun **2019** - May **2021**
Excellent grade 4.88 out of 5
- **English language course - four levels**
Institute of Public Administration - Riyadh, KSA
📅 Jun **2019** - Dec **2019**
Excellent grade 4 out of 5
- **STEP Test**
Aug **2021**
75 %

WORK EXPERIENCE

- **HR Assistant**
King Abdulaziz Medical City -Ministry of National Guard Health Affairs-MNHGA
Riyadh, KSA
📅 Feb **2021** – Apr **2021**
Cooperative Training Around these Departments
:

Local Recruitment :

- Recruitment policies and procedures.
- Recruitment processes.
- Introduction to systems used such as E-CTS.

Dealing with problems :

- Evaluation and signing
- Continuous absence
- Promotions problems

Conducting clearance for employees through the ORACLE system.

Writing Letter .

Issuing certificates for trainees .