



Alanoud Nasser Albraid

Serving my country, and working in a professional company that allows me to improve myself in order to achieve my goals with the organizational goals, and pass challenges of work and obtain more responsibilities, experiences, skills, and contribute achievements to reach the summit.

✉ alanoudalbraid@gmail.com

☎ 0566068156

📍 Riyadh, Saudi Arabia

WORK EXPERIENCE

Administrative Assistant in HRM Social Development Bank

01/2020 - 04/2020

Riyadh-Saudi Arabia

Tasks

- Maintain all data related to Leaves, Presence/Absence, Sick Leaves.
- Collecting data related to all employees, and work on performance evaluation.

Receptionist H.O.W Saudi Medical Company

01/2017 - 03/2018

Riyadh-Saudi Arabia

Tasks

- Receive patient and open file.
- Coordinate appointments.
- Review policy medical insurance and its validity

Data Entry Al khaleej Training and Education

03/2013 - 04/2013

Riyadh-Saudi Arabia

work on operation project system Volt (ERP/HRMS)

- Classified employees' files regarding to quality standers.
- Enter general data of employees on a system.
- Prepare monthly reports about work.

EDUCATION

Human Resource Management Diploma Rittal International Institute of Higher

02/2018 - 04/2020

Riyadh-Saudi Arabia

High School Second High School in Ad Diriyah

2010

Riyadh-Saudi Arabia

SKILLS

Leadership

Problem solving and communication

Microsoft office

Time management

Fast learner

Flexibility

COURSES

English Course Level 3 & 4 (12/2011 - 04/2012)

International Certificate in IT Skills Foundation
(03/2017)

Recent Trends in Human Resource Management
(03/2013)

Management Skills. (05/2020)

Disaster and Crisis Management (05/2020)

LANGUAGES

English

Professional Working Proficiency

Arabic

Native or Bilingual Proficiency

INTERESTS

Social Media

Reading

Learning Different Things