

Albatool Alosimie

Unayza , Saudi Arabia

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055 104 5177

CAREER OBJECTIVE

I'm an organized person, seeking for better job opportunities to utilize my administrative skills, and to work with other professionals to improve my knowledge in a good and creative organization.

EXPERIENCE

Human Resource Specialist, Field Training

Feb 2022 to Apr 2022

Unayza Municipality

Unayza

- Assist with various HR projects and other HR tasks as assigned.
- Maintain records in HR systems and files to ensure entries are updated.

Administrative Assistant, Cooperative Training

Oct 2018 to Mar 2019

Ministry of Education

Unayza

- Assisting in executing school procedures and policies, providing guidance and interpretation for students.
- Handling administrative tasks, managing school database for students and teachers, tracking time attendance fingerprints system for students, including entering data into Noor systems and auditing for accuracy and compliance.
- Maintain computer and manual filing systems.

EDUCATION

Postgraduate Diploma in Human Resources Management

Jun 2022

Majmaah University

GPA: 5/5

Bachelor of English Language and Translation

Jan 2017

Qassim University

GPA: 4.80/5

Training & Certifications

Data Analysis

Coursera

Currently

Human Resources Management

Technical and Vocational Training Corporation

Oct 2018

Secretarial Skills

Technical and Vocational Training Corporation

Oct 2018

Computer in Business Administration

Technical and Vocational Training Corporation

Mar 2018

SKILLS

- Administrative skills.
- Microsoft Office.
- Teamwork and collaboration.
- Effective communication skills.

LANGUAGES

Arabic, Native

English, Advance