

# AMAL BOUGSHAN ALMOALED

HR SPECIALIST



## PROFILE

To get a job opportunity that matches my qualifications in a leading facility that seeks to develop its employees so that I can contribute by applying my skills and practical experience

## MY SKILLS

fast learning

Work under pressure

Familiarity with Microsoft programs

Passion and passion for work

## CONTACT

0562971825

amalbougshan@hotmail.com

Saudi

Jeddah  
(no objection to transfer to the work area)

## LANGUAGES

- Arabic : 100%
- English : 80%

## EDUCATIONS

- **Diploma in Human Resource Management**  
Technical and Vocational Training Corporation 2020-2021
- **Bachelor's degree in Autism and Behavioral Disorders**  
"Second honors" | King Abdulaziz University

## WORK EXPERIENCE

- 4-2021 / 9-2021  
**HR Coordinator**  
Olas Medical Clinics "Tamheer"
- 4-2019 / 5-2021  
**Personnel Coordinator**  
Noura Trading and Contracting Est
- 5-2018 / 11-2018  
**saleswoman and cashier**  
Landmark Arabia Company
- 4-2015 / 6-2017  
**Recruitment Specialist**  
Yasser Yaghmour Contracting and Maintenance
- 5-2014 / 10-2014  
**customer service**  
Shar Medical Hospital

## COURSES

- **Social Security System Course**
- **Cyber security course Digital tender company**
- **English language 6 levels at the Canadian Institute of Language Creativity**
- **Writing professional letters and reports at work**
- **Excellence in customer service**
- **Labor laws and workers**
- **Computer programs for office work**