

Asma Saad Almughirah

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To secure a challenging position in a reputable organization to expand my learnings, knowledge, and Skills While making significant contribution to the success or the companv.

EXPERIENCE

Human Resources Specialist

Advanced IT Consultant | 2022 - present

Human Resources Specialist

Roayatik Co. | Dec 2019 - Dec 2021

- Preparing Offers and conducting on-boarding formalities.
- Government website (Gosi, Giwa, Muqem, Mudad, Taqat).
- Medical insurance.
- Finance, Payroll earnings and pay statements generating.
- Resignations

Marketing Specialist

MIT Company.

Customer Care & telesales

Contact Center Companv

EDUCATION

Princess Noura Bint Abdulrahman University

Diploma of Business and Marketing. | 2017

SKILLS

- Time Management
- Teamwork and cooperation
- Proficient in Microsoft Office

LANGUAGES

- Arabic | Native
- English | Intermediated