



Asma Salem Alshehri

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Education

- (2019) | Diploma in IT (Applied Programming) from Imam Muhammad bin Saud University At a rate of 5 out of 5
- (2017) | Bachelor of Pre-primary education from King Saud University At a rate of 4.53 out of 5 With honors

Professional Experience

JUN 2021 | Human Resources Coordinator ,
JUN 2022 | mase gulf Company.

Tasks:

Preparing and renewing contracts, writing letters to government agencies, working on government websites, making and publishing employment advertisements, Communicating with candidates and coordinating interviews

Languages

Arabic 

English 

Training courses

- Preparation and qualification of human resources specialist Course from Riyadh Chamber
- Modern practices in human resource management Course from Dorooob
- Electronic archiving course from King Saud University
- The Foundations of Human Resources Management from Dorooob
- IT in the workplace - Microsoft software Course from Dorooob

Skills

- Ability to work with a team
- Graphic design
- Skill to use Microsoft Office programs
- Ability to manage time
- Speed in completing tasks

