

ATYAF ALRUHAIMI

Human Resources

PERSONAL PROFILE

I am an experienced human resources employee who is looking for a full-time job in order to enhance my skills and gain more experience and knowledge.

CONTACT DETAILS

Mobile: 0560369473
Atyaf-20@hotmail.com
Saudi Arabia, Riyadh.

SKILLS AND ABILITIES

- Planning
- Time management
- Strong communication and interpersonal skills
- Fast learner
- Team player
- Hard working
- Motivated and dedicated
- Excel, Word, PowerPoint, Dash Board Human Resources Series

PROFESSIONAL CERTIFICATIONS

Professional in Human Resources International - PHRI
Certified Professional CP (SHRM-SCP)

EMPLOYMENT HISTORY

Public Relations

Fahad Hussain Bafih Medical Company

Executive Supervisor

Anwal United Trading Company

Personnel Affairs Specialist

Nazih Company

Sales Specialist

Ezdiad Company

ACADEMIC PROFILE

Human Resources

4.93 out of 5.00

Training Courses

- Employee Motivation - Institute of Public Administration
- Human Resources Planning - Institute of Public Administration
- Administrative Supervision - Institute of Public Administration
- Information Security - Institute of Public Administration
- Secretarial and Office Management - Rodna Training Institute
- Writing reports and administrative letters - Rodna Training Institute
- Administrative Communication Skills - Rodna Training Institute
- Cybercrime - Institute of Public Administration
- HR Administrator Skills Development - Brentwood College
- Employees' integration - University of Reading
- Fundamentals of human resources - provided by CIPD
- Training the trainers TOT - CWIT Training
- Quality Management in the Work Environment - Najd Institute
- Basic skills in information technology - Al-Khwarizmi Training Institute