

Ayah Aljanabi

PROFESSIONAL SUMMARY

Diploma in Human Resources Management at the Institute of Public Administration with an excellent grade, possessing a training certificate in King Abdulaziz Medical City for National Guard Affairs, excellent organizational skills and time management with the ability to prioritize and manage multiple tasks, mastery of office work and the speed of learning. More progress for me and the organization.

EDUCATION

4.8 out of 5: Human Resources Management , 05/2018

Institute of public administration - Riyadh

Diploma degree in Human Resources Management with a grade of (Excellent) and a G.P.A of (4.8) out of (5) .

93.80%: Scientific section, 2015
secondary school - Qatif

WORK HISTORY

Cooperative Training 04/2018 - 05/2018
King Abdulaziz Medical City Ministry of National Guard - Health Affairs - Riyadh, SaudiArabia

I completed training in the field of Human Resources at King Abdulaziz Medical City Ministry of National Guard Affairs , from April 01 to May 10, 2018 .

TRAINING COURSES

- Introduction to Entrepreneurship - Small & Medium Enterprises General Authority .
- Cybersecurity - Small & Medium Enterprises General Authority .
- Motivate employees - Institute Of Public Administration (Ethrai) .
- Recruitment and selection - Institute Of Public Administration (Ethrai) .
- Leadership Skills - Dorooob .
- Master Microsoft Excel 2013 -Doroob .
- Fundamentals of Management - Dorooob .
- Secrets for a Successful Job Interview - Dorooob .
- IT in the workplace - Master Microsoft Office (Dorooob) .
- Saudi Stem Calls Donor Registry Ambassador Workshop .
- Bridges Course - King Abdulaziz Center for World Culture.

CONTACT

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SKILLS

- Time Management .
- Active Listening .
- Organization .
- Communication .
- Teamwork .
- Data Entry .
- MS Office .

LANGUAGES

Arabic: Native language

English:  C1

Advanced