

RAGHAD ABDULLAH ALOTAIBI

HR management

✉ raghadalmqatti@gmail.com

☎ 0567105744

📍 Riyadh, Saudi Arabia

🌐 Saudi

📅 1998

👤 Single

📄 SUMMARY

Looking for a job that employ my knowledge and energy with the opportunity for challenges and career advancement, while gaining knowledge of new skills and expert.

EDUCATION

- 2016** ● **Diploma in Human Resources Management**
Princess Nourah bint Abdulrahman University
 📍 Riyadh
 With a GPA Of (4.07/5) and an "Excellent" Grade.

WORK EXPERIENCE

- Nov 2018** ● **Social Media Officer**
Dec 2018 ● **Xfit Fitnees, Labella center, Vervain cafe**
 📍 Riyadh
 responsible for curating a brand's social channels.
 monitor, moderate and respond to audience comments; manage social media partnerships with other brands; and create and/or post shareable.
- Sep 2019** ● **HR Specialist.**
Jan 2020 ● **Princess Nourah bint Abdulrahman University**
 📍 Riyadh
 1-Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
 2-Ensuring new hire paperwork is completed and processed.
 3-performing reference checks.
- 2018** ● **Volunteer.**
BENYA Events Management.
 📍 Riyadh
 For 156 hours.

COURSES

- 2017** ● **Thinking and Learning Skills.**
Princess Nourah bint Abdulrahman University
 For three hours.
- 2018** ● **Professional Development.**
Princess Nourah bint Abdulrahman University
 For three hours.
- 2019** ● **Total Quality Management.**
Princess Nourah bint Abdulrahman University
 For three hours.

🗨️ LANGUAGES

Arabic ★★★★★
 English ★★★★★

❤️ MOST PROUD OF

- 🏆 **Physical Organization**
 Creative Thinking, Effectiveness, Productivity
- 📅 **Planning**
 Analyzing Issues, Decision Making, Project Management, Strategic Planning
- 👥 **Team Work**
 Collaboration, Delegation, Goal Setting, Group Leadership

📊 PERSONAL SKILLS

