

**Name : Kherah adel altaib bayoomi**

**Nationality: Saudi**

**Social status: singles**

**Date of birth: 12\12\1994**

**mobile no: 0500402242**

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### **Career Objective:**

The career goal is to look for creativity in any field, I do not like to stand in one area I would love to be a member that helps the continuity of the facility and its success and creative in dealing with others, I hope it will be an opportunity in dealing with us.

### **Qualifications:**

**Diploma of Humman Resource Management from K.F.U The College of community college abqaiq  
Graduation Year 2017 Grade 3.56**

### **Experience:**

**Certificate of experience and training from the Saad Al-Essa Group for Trade and Contracting from  
10 \07 \2017 Until the date of 24 \ 08 \ 2017**

### **Courses:**

**Powerpoint, word, excel, outlook, human resources functions, Labor education according to saudi labor law,**

**Leadership essentiatls, Leadership skills, Smart work ethics, Teamwork skills, Key negotiation skills,**

**Successful communication skills in the workplace, Communication in the workplace, Explore yourself, Problem solving skills,**

**Stress management in the workplace, Personal development , Employment support program to raise skills,**

**Mixed Work Environment Ethics, Labor Education according to Saudi Labor Law. ( PLATFORM DOROOB )**

### **Skills:**

- **Personality, flexible, strong, ambitious**
- **Computer proficiency in general**
- **Leadership skills in training and supervision of others and team work**
- **Ability to work under pressure and gain new skills quickly and easily**
- **Speed of learning and self-development**
- **discipline at work**
- **effective communication**
- **Language proficiency Arabic**
- **Language proficiency English**