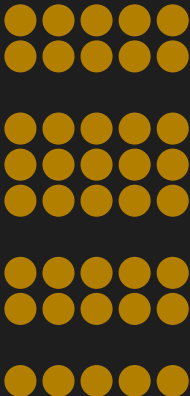


NORAH AYED AL-QAHTANI

MY AMBITION IS TO ENGAGE IN A PROFESSIONAL WORK ENVIRONMENT THAT ENABLES ME TO DEVELOP MY PRACTICAL SKILLS, TO ACHIEVE MY LIFE GOALS, AND TO CONTRIBUTE TO THE DEVELOPMENT OF THE WORKPLACE IN WHICH I WILL WORK TOGETHER TO ACHIEVE COMMON GOALS FOR A PROMISING AND BETTER FUTURE

## SKILLS

Microsoft Office Communication Skills  
Motivated  
Ambition  
time management  
Determination  
Passion is the direction of work  
Skill



### Languages

English  
Arabic



## CONTACT

🏠 Riyadh  
☎ 0553429178  
✉ nourahalqahtani2030@gmail.com

## EXPERIENCE

● Sep 2020 - Dec 2020

### Company

HUMAN RESOURCES TRAINEE, Riyadh  
Arabian Centres Company  
Employee Relation( Gosi - Medical Insurance\_ Employee ID \_ Muqeem \_ Labour office)  
Recruitment (Job Contract \_ Job Offer \_ Search for Candidates Using Bayt.com )  
Mintinance ( Data entry \_ Calculate Salaries )  
Learning and development ( Searching For institutes - Staff performance Evaluation )

● 7 Months - 2017

### Company

Barsta Starbucks, Riyadh  
Employee at AL-Shaya International Trading Company

## EDUCATION

● 2018 - 2020

### diploma Human resources

Princess Nora bint Abdulrahman University , Riyadh

## COURSE

2020 - 3 Months

### COURSE NAME

EF English Live, ,

...

2020 - 4 days

### COURSE NAME

Training of trainers, ,  
Rubaiyat Al-Mustaqbal Institute

2020 - 1Hour

### COURSE NAME

Time Management, ,  
Learn how to prioritize, set goals and plan

2020 - hour

### COURSE NAME

Modern human resource management practices, ☒  
- Recent trends in human resources  
- Planning the future workforce  
- Feedback in the modern work system