

GHADAH ALANZI



GHADHALNZY34@GMAIL.COM



+966 55 799 0057



[HTTPS://WWW.LINKEDIN.COM/
IN/GHADAH-ALANZI-9B6125200](https://www.linkedin.com/in/ghadah-alanzi-9b6125200)

SKILLS

- Teamwork
- Communication with others
- Organization and time Management
- Ability to adapt
- Computer proficiency
- MS office proficiency
- Accuracy,
- Creative thinking

LANGUAGE:

English (Good) Arabic (Native)

EXECUTIVE SUMMARY

I strive to develop myself, make work successful, and raise the productivity of the organization

Achieving its vision and objectives for the required percentage, developing the organization's systems, maintaining its high level, and working to develop it

EDUCATION

Institute of Public Administration
Diploma in Human resource management 2022 – 2019

EXPERIENCE

Co-op training intern At Herfah Cooperative Society In Riyadh
On HR department
Feb-2022 May-2022

VOLUNTEER EXPERIENCE

- volunteered at Event Hekaya Sadw
- participation and volunteer in the "Mental Health Awareness" event
- participation and volunteer in the National Day event

COURSES

- Workshop: Writing an e-mail professionally (Institute of Public Administration)f
- Workshop: How to get a job - (Institute of Public Administration)
- Training course: How to write a good CV (Radwan Al-Jalwah)