

Manahel Alqahtani

Human Resource management

Contact

Riyadh
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Education

Diploma in Human Resources Management from the Institute of Public Administration (2023)

GPA:4.95

Languages

Arabic
English

skills

- Microsoft office
- Quick learning
- Creative thinking
- negotiation
- Problem Solving
- Flexibility and work under pressure
- Analysis skills

Career Objective

Joining a work environment that enables me to develop my scientific and practical skills and gain new experiences

Training courses

- Introduction to Human Resources Functions
- Introduction to Strategic Planning for Human Resources
- Digital Transformation
- Big Data
- Creative thinking skills
- Effective personal productivity

Experience

Cooperative training in health affairs at the Ministry of National Guard

Work on the Oracle system and the SAP system for human resources

Achievements

- Work on the performance charter for employees
- Designing and writing a job advertisement
- Work on creating a job description and job specifications for a specific job
- Create a competency framework for company employees
- Work on amending an employment contract