

Heba Al-Hamada

Human Resources Management

Heba301991@gmail.com

0591341122

Eastern Province, Saudi Arabia

linkedin.com/in/heba-alhamada-hr-management-876812172

EDUCATION

Associate Degree in Human Resources Management
Academy of Learning
2019 - 2021

Intensive of English Program
St. Mary's University
05/2017 - 12/2018
San Antonio, Tx

Associate Degree of Computer Science Specialized in Network Technology
Alkhaleej training and education
GPA: 4.8/5

Intensive of English Program
Manchester academy
2012

WORK EXPERIENCE

Collaborative Training
Naqel Company (Aramco)
Oct 2021 - Jan 2022

HR Assistant / Marketing & advertising
Shawki Center & Factory for Tents Trad
Jan 2019 - Feb 2019

Director of Women Section
Shawki Center & Factory for Tents Trad
Apr 2019 - May 2019

Secretarial
Shawki Center & Factory for Tents Trad
March 2019

SKILLS

Self-Motivated and efficient team members

Proficiency with government websites

Decision making

Problem solving

Microsoft office

Drawing & Writing

Creative design

Communication

Innovative

Project management

CERTIFICATES

Career Prepration
Misk - 2021

Misk Virtual
Internship Program Completed a 240-hours internship at Blue Gate solution between Oct 5 and Nov 2020

Recruitment and Management
Institute of Public Administration

Saudi Labor Law
Techical and Vocational Training Corporation

Project Management
Techical and Vocational Training Corporation

Introductions to Human Resources Function

Golden rules for public relations management
Techical and Vocational Training Corporation

Entrepreneurship
Techical and Vocational Training Corporation

AWARDS

Passed the comprehensive Exam of the Technical and Vocational Training 3013

Languages

English
Intermediate level

Arabic
Full Professional Proficiency