

ROAIA KHATEEB

BUSINESS MANAGEMENT

PERSONAL PROFILE

I studied Business Administration major and worked in a human resources position for (one year), in my work I try to achieve the results required of me, and I am looking for work in an environment in a challenging work to improves my skills and enhances my creativity while , and I have good computer skills, communication with team work, commitment.

PERSONAL INFORMATION

Nationality : Saudi
Social status : single
Date of Birth : 25/08/1998
Phone Number : 0544644669
Email : Roaya05446@hotmail.com
Location : Jeddah, Al-Marwah neighborhood

SKILLS

- Bilingual (Arabic and English)
- Working on a computer (Very good)
- Excellent typing skills
- Work on all Microsoft Office programs
- writing reports
- Excellent customer service skills
- Communication and negotiation skills
- Employability skills
- Coordination
- Fast learning

WORK EXPERIENCE

(OKAZ NEWSPAPER)

HUMAN RESOURCES DEPARTMENT(HR SPECIALIST)

From 08/06/2020 - (One Year)

- Responsible for employment recruitment purposes,forms, work contracts, administrative decisions.
- i help in the secretary work, and the establishment of the incoming and outgoing.
- i written letters for employees and managers.

PRACTICAL TRAINING, 5 WEEKS (200 HOURS)

(OKAZ NEWSPAPER)

1st december 2019 to 2nd january 2020

- Created Financial auditing
- Created contracts
- Organized employees' files
- Updated health insurance for employees

PLANNER (HIGHBURY BURTON SAUDI ARABIA COLLEGE)

31ST JANUARY 2019 EVENT

- Ensuring of excellent customer service.
- Responding and actively listening to feedback.
- Accounting
- Organized the details of the event.

EDUCATION

ETHRAI TRAINING INSTITUTE

PUBLIC ADMINISTRATION

10 September 2020 | 27 September 2020

- Course in administrative supervision (Two hours).
- Course in Human resource planning (1 hour and 6 minutes)

INTERNATIONAL TECHNICAL FEMALE COLLEGE IN

JEDDAH, (HIGHBURY BURTON SAUDI ARABIA)

Diploma in small Business Management, GPA(3.78)

September 2018– May 2020

- Accounting
- Human Resourceses
- Marketing
- Business Planning

(CAMBRIDGE (PET) ENGLISH)

HIGHBURY BURTON SAUDI ARABIA COLLEGE

English Language Course

Foundation English: High A2 leve | September 2018– May 2020

- Writing
- Reading
- Speaking.