

Alhanouf Ahmed Aldriweesh

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Riyadh

Job Objective

I seek to join a professional work environment that enables me to develop my skills and gain new experiences and to be an active and productive member, and contribute to the development of the employer that I will work with, in order to achieve success and development.

Educational qualification

High school

Graduate of human resources diploma princess nourah Bint Abdulrahman University 2021

Experience

Training at the Ministry of Health

Working on oracle system

Eitinaa Human Resources Company 03/01/2022 – 08/07/2022

HR Operations coordinator

Working in the Personnel Department and calculating the probationary period for the employee.

Conducting personal interviews for the candidates.

Work on government websites such as Muqeem and gosi and Madad.

work on system ERP .

Courses

Human resource task

Worker's rights and duties

Information Security

Driving basics

Introduction to Entrepreneurship

Saudi Labor law – employee rights and duties

Strategic planning for human resources

Management basics

Skills

Discipline and punctuality

Proficiency in computer skills and Microsoft programs and social networks

Ability to control work pressure

Effective communication

teamwork and collaboration

 **Languages** : Arabic – English 40%