

WALEED SALEH ZAHRANI

Exit 14, Jarir District, Riyadh
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PROFESSIONAL SUMMARY

Objectives - to maintain each performance and quality by creating a timeline, keeping the work organized, providing actual requirements and motivating teams to reach the goals efficiently.

EDUCATION

2019 **Diploma in Human Resources Management:**
Institute Of Public Administration - Riyadh

- Member of Honors for three terms.

2017 **High School Diploma:**
AL Andalus School - Riyadh

WORK HISTORY

11/2019 to 01/2020 **COOP Trainee**
Diplomatic Quarter General Authority – Riyadh

- Translate and review the organizational structure design.
- Report on employees' Key Performance Indicator.

03/2019 to 03/2019 **Volunteer**
Institute Of Public Administration – Riyadh

- Provided information about special event resource and applicable services.
- Organized special events and service drives to support needs of Graduation Ceremony.

12/2017 to 12/2017 **Volunteer**
Land Of Ohara Event – Riyadh

- Delivered an exceptional level of service to each customer by listening to concerns and answering questions.
- Organized and assisted customer with their needs.

SKILLS

- Attention to detail
- Self-motivated
- Time management
- Communication skills
- Microsoft Office

CERTIFICATIONS

Key Performance Indicator Test Certificate - Informa