

Name: Shrooq Alotaibi
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(Objective) :

I'm a Dedicated, focused and hard working I have diploma in Human Resources.

(Experience)

Company : Khalid Saeed Alhajri Corporation For Trading
From 22 February to 22 July 2015

Company: Osaimi Engineering H.O.

From 18 May To 26 January 2021

Human Resources Department.

(Education)

Diploma in human resource

(Training courses)

- 1/Use of computer in office work**
- 2/ Communications with clients**
- 3/ Introduction to Human Resources**
- 4/ Management Basics**
- 5/ Stress management at work.**

(Skills)

Computer skills (Microsoft office software : Excel,Word,PowerPoint.

Negotiations

Decision Making

Creativity and initiative