

Ghada Saleh Alnogaidan

QUEST:

Knowledge coupled with the skill to work in a technically sound & competitive environment where I can explore the depth of my knowledge and fully devote myself to the growth of the organization and myself. A technically competent professional with experience.

EXPERIENCE:

HR Specialist, 2022 until Now

Admin Assistant 2021 - 2022

In recruitment department

EDUCATIONAL BACKGROUND

- Diploma Degree in aviation management
& first-class honors.

Graduated in 2021. GPA : 3.98/4.

- Bachelor's Degree From PNU

Certificates :

- English from British council 2022.

- IT, approved by ministry of civil service and
TVTC, no.3002004.

- CIPD, foundation.

- FIRST AID & CPR/A.E.D 2022.

Recommendations:

Dr. Ahmed Bajouda.

aabajoudah@uqu.edu.sa

Dr. Arwa Al-Hogail.

aaalhuqail@pnu.edu.sa

Mr. Gino Cerilla.

recruitment@metscco.com

MASTERY IN:

- MS Office knowledge.
- Strong sense of initiative and accountability.
- High level of professionalism and work ethics.
- Outstanding organizational and time management skills.
- Adaptability and desire to work in an evolving/start-up an environment where policies and processes are being created
- Excellent verbal and written communication skills.

Languages:

Native in Arabic

Advanced in English

IELTS: B1

ACCOMPLISHMENTS

Dashboard to the HR department in 2022.

Coordination of the annual ceremony.2022

Traits:

Quick learner, positive minded, team worker, excellent verbal, and hard worker.

Contact:

Email: Ghadah.saleh.11@gmail.com

Phone: 053-006-2001

Saudi Arabia, Riyadh

DESCRIPTION:

All the above-mentioned details are true, and best of my knowledge.