


HAIFA KHALID AL-ROQI

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CAREER OBJECTIVE

Seeking to find a job in your honorable company enables me to gain more experience and apply my skills in helping the .company achieve its goals

EDUCATION

PRINCESS NORA BINT ABDULRAHMAN UNIVERSITY

HUMAN RESOURCES DIPLOMA | 11-1-2018

GPA: 4.36 / 5

EXPERIENCE

MINISTRY OF HEALTH

SUPERVISOR | 13 - 04 - 2021 UNTIL 25 - 08 - 2021

- FOLLOW UP THE ATTENDANCE AND DEPARTURE OF EMPLOYEES
- DIVIDE THE DAILY TASKS
- FOLLOW UP ON THE PERFORMANCE OF EMPLOYEES

MINISTRY OF HEALTH

SPECIALIST ADOPTION AND AUDITING | 12 - 9 - 2019 UNTIL 13 - 04 - 2021

- APPROVING AND CHECKING REPORTS
- STATISTIC TO MONITOR EMPLOYEE ERRORS AND REPEATED REPORTS
- COMMUNICATING WITH BENEFICIARIES AND INFORMING THEM ABOUT THEIR COMPLAINTS

SKILLS

- Proficiency in the use of computers and Microsoft office programs.
- Work under pressure .
- Hardworking.
- Adaptation within the team work.
- time management .
- Quick learning.
- English language proficiency average level of spoken and written and read.

COURSES AND MEMBERSHIPS

- Member of the Arab Forum for Human Resources Management since 2017
- Effective Communication Skills - Ministry of Health
- Problem Solving and Decision Making - Ministry of Health
- Time Management - Randa Training Center
- Presenting impactful offers - Artiad Company
- The use of computers in office management and secretarial - Higher Cultural Institute
- Introduction to Human Resources Functions - Dorooob
- Quality management course from the National Entrepreneurship Institute