

Haifa othman Alsaweena

Saudi Arabia – Riyadh · +966 5056312233
haifaalsaweena@hotmail.com

PROFILE

Interested in working for the human resources department. With my practical experience in the same field, I deal with social insurance systems and work on the health services platform.

EDUCATION

- Bachelor of Business Administration Management / Developer Affiliation, eight-level on Imam Muhammad ibn Saud Islamic University– Riyadh (The last term to graduate)
- 2014
- Diploma in Human Resources Management / Princess Nourah Bint Abdul Rahman University
- GPA: 72.70 %

EXPERIENCE

- Mar 2018– Feb 2019
 - Call center supervisor for the health services platform, Gulf Training Company
 - Mar 2017- Mar 2018
- Human resources specialist, Al Dana Al Nafeesa Contracting Est
 - Administration of the electronic platform of health licenses and sick leaves.
 - Training of 18 female employees on the electronic system of the platform and methods of dealing with the devices and how to deal with customers in the right way required.
 - Also, work on the social insurance system and Work on all work files.

SKILLS & LANGUAGE

- The general knowledge of using computers is very excellent, office and photoshop
- The ability to develop, work, and progress quickly Seriousness and commitment.
- The ability to deal with the nature of work and office hours.
- Read and understand work-related materials. (Excellent)

CERTIFICATES

- Program for preparing and qualifying a human resources specialist for 10 days, 40 training hours - Riyadh Chamber.
- A training course for managers for 12 days, 60 training hours - Trainer Eng. Samir girl
- ICDL Course Equivalent to 6 months - Al-Faisal Academy.