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OBJECTIVE :

I look forward to work in an organization with a culture of continuous development to enhance my human resources capabilities and qualifications in order to increase the efficiency and effectiveness of the employees. And to be part in achieving a high performance system to meet the organization's current and future objectives.

EDUCATION:

Higher Diploma of Human Resources Administration ,Abha chamber of commerce and industry March 2019 , GPA 83,7 out of 100

EXPERIENCE:

Administrative specialist at the National Housing Services Co from the date of February 15, 2021 until now (Tamheer Program)

- 1- Worked on organizations structure and job description
- 2- preparing daily reports on the department activities.
- 3- Attending meetings with the manager and the general manager
- 4- Successfully finished several private projects in the company.
- 5- Following manager's directions

COURSES:

1/ Intensive course for human resources specialist. training hours(40). Riyadh Chamber, 2019

- * Internal recruitment and the best practices for employees readiness.
- * The most important processes and roles of human resources in companies.
- * Work system and labor disputes.
- * Planning and attracting human resources
- * Functional behavior and preparation of work environment .
- * Wage protection program

2/ Legal aspects of human resources .training hours(4) Ethrai, 2020.

3/ Training track certificate of completion(career readiness).training hours(10) Dorooob.2019

4/ Introduction to human resources function. training hours(4),Doroob. 2019.

5/ Intensive course for Executive secretarial series .training hours(40),Doroob2019

(Writing and preparing reports, Time management, Stress management, Accounting basics , Excel, Word, Powerpoint ,Microsoft outlook).

6/ English language course , Al Faisal Academy,2016

SKILLS:

Microsoft office , Personnel and Human Resources , Education and Training .

ACTIVITIES:

Graduation research (A Summary of the two humans resources subjects containing at least 10000words).