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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 .

COURSES:

- ❖ 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.
- ❖ Legal aspects of human resources .training hours(4) Ethrai, 2020.
- ❖ Training track certificate of completion(career readiness).training hours(10) Doroob.2019.
- ❖ Introduction to human resources function. training hours(4),Doroob. 2019.
- ❖ 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).
- ❖ 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 10,000 words).