

**Azzah Al harbi**  
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**OBJECTIVE:**

Passionate, ambitious person, I am taking steady steps towards achieving my goals 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.

**EXPERIENCE :**

**February 2021 – August 2021 (6 months)**

Administrative Specialist at the National Housing Services Co. (Tamheer Program)

- ❖ Worked on organizations structure and job description .
- ❖ Successfully finished several private projects with the department team
- ❖ Attending meetings with the manager .
- ❖ preparing daily reports on the department activities .
- ❖ Design and preparing of programs for Training and development staff .

**EDUCATION :**

**March 2019** - Higher Diploma of Human Resources Administration, Abha chamber of Commerce and industry for a full academic year (350) hours of training GPA 83,7 out of 100 .

**Training & Development :**

**March 2021**, Ministry of Municipality Rural Affairs and Housing, Riyadh Governance course in the public sector (2) hours of training

**May 2020**, Institute of Public Administration , Riyadh Legal aspects of human resources. (4)hours of training.

**June 2019**, Riyadh Chamber .

Intensive course for human resources specialist. (40) hours of training

- ❖ 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 .

**November 2019**, Human Resources Development Fund, Riyadh Training track certificate of completion(career readiness). (10) hours of training& Introduction to Human Resources function. (4) hours of training .

**December 2019** Human Resources Development Fund, Riyadh Intensive course for Executive secretarial series . (40) hours of training .

(Writing and preparing reports, Time management, Stress management, Excel, Word, PowerPoint Microsoft outlook).

**April 2016**, Al Faisal Academy, Riyadh English language course. (4) Months of training,

**SKILLS:** Microsoft office program , Development and Training.

**ACTIVITIES :** Graduation research (A Summary of the two humans resources subjects containing at least 10,000 words .