

# Jwahr Saad Alaklabi

## Contact Details

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**Nationality:** Saudi, Riyadh

## Skills

- Use a computer
- MS office Applications (Excel, pp., word, and MS Project )
- Teamwork and collaboration
- Work under pressure
- Team Leading.
- Working with the team

## Languages

- Arabic
- English

## Objective

I seek to use the knowledge and abilities I gained during my studies in a competitive work environment that allows me to advance, use my creative skills and learn new experiences and skills

## Education

2019-2022

Diploma degree Specialization, Human Resource Management, Princess Nourah bint Abdulrahman University

17/1/2022-8/4/2022

Cooperative training at the Ministry of Foreign Affairs

## Career History

2022-11/2022

HR Assistant , RICI company ltd

Takes:

- Support all internal and external HR-related inquiries or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with benefit vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Maintain calendars of the HR management team..
- Assist with performance management procedures.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity

17/1/2022-8/4/2022

Data entry, Data analysis, Ministry of Foreign Affairs

Data Entry Takes:

- Transcribing data from recordings or phone conversations.
- Data entry electronically

Data Analysis Takes:

- Data cleaning and preparation
- Data analysis and exploration

## Training Courses

2022

- Human Resource Management

2019

- Email Marketing Riyadh Chamber

2019

- Business Administration Delnee Business Center