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Kawthar S. Awal

Objective

- Looking for challenging positions that will contribute to your organization's success through the use of my skills and can further develop my experience.

Education

- **Institute of Public Administration** Riyadh, Saudi Arabia, Department of Human recourse with overall **GPA of 4.64** out of 5.

Additional research

- **Co-op program:** Assigned in **Ministry of Education** as a trainee in Department of Development and Planning.
- Graduation research of HR - Job analysis included review and analyze key performance of Job Description and Job Specification.

Academic work

- **Core courses:** introduction to Management, computer science, Technical Regulations, Recruitment, HR Planning, Succession Planning, Internal Communication , HR development , Legal Regulations , competition and Benefit Management, Performance Management, Strategic HR Management , Competencies, Organizational Behavior, HR basics.

Computer Skills

- Excellence in computer literacy.
- **Software:** Microsoft Office (Word, Excel, Power Point, Outlook).

Language

- Fluent in Arabic and English (written and spoken).

References

- Available upon request.