

# KAWTHAR AWAL

## CONTACT

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## LANGUAGE

> FLUENT IN ARABIC AND ENGLISH  
(WRITTEN AND SPOKEN).

## REFERENCES

> AVAILABLE UPON REQUEST.

## 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.
- 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.

## 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.

## ACADEMIC WORK

- Diploma In Human Resources (Alison)
- Introduction to Human Resources Functions (Doroob)
- Introduction to Strategic Planning for Human Resources (Doroob)
- The Foundations of Human Resources Management (Doroob)
- Labor Education according to Saudi Labor Law (Doroob)

## COMPUTER SKILLS

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