

KHOLOUD ALHURAIR

SUMMARY

Organized administrative professional with hands-on experience supporting business areas such as database management and human resources. Collaborative team player with strong communication, decision-making and time management abilities.

EDUCATION

King Saud University, Riyadh

Diploma College of Community Service
majoring in Law. 2016 - 2019

GPA: 4.72 out of 5

University of Sharjah, Sharjah

Bachelor College of Law 2021- 2023
Graduation research: refugees due to natural
disasters

Languages

Arabic:
Native language
English:
Advanced

Contact Details

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WORK EXPERIENCE

MAHAM Management Consulting- Legal Executive Intern

Dubai , United Arab Emirates Jun 2023 - Jul 2023

- Engage in the entire procedure of defining contracts, non-disclosure agreements, privacy policies, documents life, cycle, and other important legal documentation.
- Design Training Material on the importance of compliance (Need Assessment,
- Courses Creation, Courses Update, Delivery).
- Examine Employee hiring, and Separation procedures and contrast those with current labor laws.
- Get the opportunity to use tools to measure employee job ethics compliance and be able to manage data collection, demonstrate analytical skills, and interpret data.

Dubai Courts - Cooperative Education Student

Dubai , United Arab Emirates Jun 2023 - Jul 2023

Al Tamimi & company - Cooperative Education Student

Dubai , United Arab Emirates Jun 2023 - Jun 2023

Seder Group - Administrative Assistant

Riyadh, Saudi Arabia Jan 2020- Aug 2021

- Handling the day to day operation of the project at King Abdullah Financial District.
- Keeping a weekly tracker up to date.
- Receiving project documents and assisting the PM in activity management and coordination.
- Handling salary issues.
- Organizing interviews and filtering candidates.

Awards & Achievements

- Was granted a certificate from Seder group for my performance at KAFD project
- Successfully assisted in the project management of the KAFD project until the end of its contract while still maintaining a good relationship with the client

SKILLS:

- Operation management.
- Problem-solving.
- Effective communication skills.
- MS Office programs.
- The ability to create plans for appropriate goals