

# KHOLOUD ALHURAIR

## PERSONAL

### Name

Kholoud AlHurair

### Address

Saudi Arabia  
Riyadh

### Phone number

+966599704288

### Email

kholou9.alhurair@hotmail.com

### Date of birth

12-10-1998

### Gender

Female

### Nationality

Saudi

### Marital status

single

### LinkedIn

<https://www.linkedin.com/in/kholoud-alhurair-913879199/>

## LANGUAGES

Arabic



English



To obtain a respective job that has a highly motivated work environment where I can develop and make the best use of my skills, knowledge, and experience to achieve personal and organizational goals.

## WORK EXPERIENCE

### Administrative Assistant

Jan 2020 - Present

Seder Group, Riyadh

- 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.

### COOPREATIVE TRAINING

Sep 2019 - Dec 2019

Aljabaan law firm, Riyadh

## EDUCATION AND QUALIFICATIONS

### Diploma

Sep 2016 - Jul 2019

King Saud University, Riyadh

College of Community Service majoring in Law.

GPA:4.72/5

## SKILLS

Time Management



Microsoft Office Program



Communication skills and teamwork



## COURSES

### Judicial sessions

2017

Criminal court

Attending judicial sessions in the Criminal court for training and knowledge of litigation procedures

### David Gallo session

2018

Saudi Bar Association

Attending a discussion session at Saudi Bar Association in Riyadh with attorney David Gallo of the DIFC to discuss the pleading system in the FC.

### The open forum discussion "Anti-dumping"

2018

AlYamamah university

## AWARDS AND 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.