

Lamia AlAbdulaziz

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Career Objective

To obtain employment that will help me enhance my learned knowledge and skills in the field of Human Resources Management. To succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

Education

- TECHNICAL AND VOCATIONAL TRAINING CORPORATION DIPLOMA'S DEGREE IN HUMAN RESOURCES
- PRINCESS NORA UNIVERSITY DIPLOMA'S DEGREE IN ENGLISH LANGUAGE

PERSONAL & PROFESSIONAL SKILLS

MS Office

Quick learner

Able to work in a team.

High sense of responsibility.

High level of attention to details.

Self- Motivation.

Creativity

Experience

ADMIN ASSISTANT | DAVITA HEALTH CARE | From January 2019 – March 2020

GENERAL PURPOSE OF THE JOB: Provides clerical, communication and administrative support to a dialysis facility as required and in accordance with DaVita policies, procedures and service agreements.

HR OFFICER | KAS INVESTMENTS CO.

Trained for 3 month

HR OFFICER | KAS INVESTMENTS CO. | From February 2017 – June 2017

- Ongoing review and enhancement of Company and HR Policies and Procedures in line with legislative developments.
- Work on general organization for social insurance, Ministry of Labor, Health Insurance and Mugeem.
- Planning and implementing the vacancy announcement plan.