

Khalid Naif Al Mutairi

Human Resources Management

Summary

Seeking for an opportunity to utilize my training and skills, while making a notable contribution to the success of the organization and its objectives.

Work Experience

Feb 2021
Apr 2021

Internship trainee

King Abdullah City for Atomic and Renewable Energy

Riyadh, Saudi Arabia

During my internship at King Abdullah City for Atomic and Renewable Energy, I was given a chance to work at three departments such as recruitment, training and development and employee relations. At recruitment department I was tasked to do some actual day to day activities such as following with the candidates and contractors for collecting missing documents, signatures or forms, at training and development department my task was collecting trainee's weekly evaluation, and at employee relations my task was organizing and updating employee files.

Jan 2023
Present -

Organizational Development Intern

Social Development Bank

Riyadh

- Reviewing and revising job descriptions
- Developing short and long term workforce planning
- Redesigning the job families of the organization

Education

Sep 2019
May 2021

Diploma / Human Resources Management

Institute of public administration

Saudi Arabia, Riyadh

Courses

Time management

Institute of public administration

The Foundations of Human Resources Management

Doroob

Microsoft Excel

Doroob

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Riyadh

Saudi

7/4/1999

Single

Personal Skills

HR Management

Organizational Development

Employee Relations

Recruiting

Microsoft Office

Organizational and time management skills

Communication

Team Work

Languages

Arabic



English



Strengths

Focused

Flexibility

Willingness to learn

Hobbies



Learning



Writing



Sport