





NADA ALZHRANI

 SAUDI - RIYADH
PROFILE

I am looking for A position to kickstart my career in the Legal or Human recourse field. I wish to work in a dynamic organization that will contribute to my professional and personal growth of the company as well as engage in opportunities to further the company's goals

CONTACT

 (+966) 552000443
 Nada.m.alz@hotmail.com

SKILLS

- Advanced knowledge of Microsoft Office Programs including Access, Excel & Word
- Work well with different operating systems, including Windows & Mac.
- Multi-cultural sensitivity & awareness skills
- Detail oriented & Extremely organized
- Self-motivated, knowledgeable, and eager to learn.
- Strong Work Ethic
- Work under pressure

VOLUNTEER

- Volunteer coordinator at Wonderland, Princess Nourah University
- Volunteer coordinator at Mzwalah

LANGUAGE

Bilingual - proficient in written and spoken Arabic & English

EDUCATION

Chartered Institute of Personnel and Development (CIPD)

Avado – JAN 2023- Still on going

Law Diploma

Kind Saud University, Graduation- 022

WORK EXPERIENCE

Trainee

Office of Lawyer AHMED AL MOHAIMED

Riyadh, Jan- June 2022

- Conducting legal research
- Drafting and reviewing documents
- Login to Governments Website Platform
- Communicating with clients
- Preparing hearings, trials, and meetings
- Organizing and maintaining files.

COURSES

- **Human Resource Management**–by Emmar Training institute
- **Training of Trainers**–by Emmar Training institute
- A symposium on **legal and judicial decisions** regarding **women's rights**, organized by the National Family Safety Program in cooperation with the Ministry of Justice
- **Labor culture according to the Saudi labor system Basic work skills 1, 2**
- **Marketing through social media Executive Secretarial Series**
- **Customer relationship management and entrepreneurs**