

NAWAF ALROJAYEE

PROFESSIONAL SUMMARY

Diploma of Human Resources Management at the Institute of Public Administration with an excellent grade. Possessing a training certificate as Coop trainee from Alinma Investment.

WORK HISTORY

Coop Trainee - HR Department , 02/2021 - 05/2021

Alinma Investment , Riyadh, Saudi Arabia


- Screening resumes and application forms.
- Working closely with the Managers to support the recruitment process .
- Scheduling and coordinating interviews .
- Preparing the job file requirements for the new employee.
- Issuing medical insurance for employees.
- Request a graduates list from universities.

EDUCATION


Diploma , Human Resources Management , 05/2021

Institute of Public Administration - Riyadh, Saudi Arabia

- GPA: 4.5 out of 5
- Second Honors degree

 Riyadh, Saudi Arabia

 0593079922

 Nawaf.M.Alrojayeem@gmail.com

SKILLS

- Ms office
- Time Management
- Work under pressure
- Communication skills
- HR
- Team Work
- Labor and Employment law
- HRIS