




ZAINAB ABDULLAH ALENEZI

CONTACT

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 Riyadh

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LANGUAGE

Arabic Native

English Advanced

SKILLS

Problem Solving

Adaptability

Multitasking

Collaboration

Excellent Microsoft Office Skills

Teamwork

Critical Thinking

Handling Pressure

OBJECTIVE

A committed and highly focused person with a goal of joining an organization or a company and strive to achieve the goals and strategies, as well as to maintain the performance of the work with dedication and mastery.

EDUCATION



Diploma of Human Resources Management
Princess Nourah bint Abdulrahman University
Riyadh 2020

GPA: 4.98



Bachelor of English Language
AlMajma'ah University
AlMajmaah 2014

EXPERIENCE



- **HR Specialist at Ministry of Environment Water and Agriculture (COOP)**
1 SEP to 12 DEC 2019

Internship tasks:

- On oracle system applied many tasks
- Archive employee data.
- Payroll, deposits, compensation and bonuses.
- Functional description and job analysis.
- Promotions and Performance evaluation.
- The initiative to raise employee satisfaction.
- Volunteering:
- Participated in (world breast cancer awareness day)

COURSES

- Training of trainers and preparing training bags 2020
- Human Resources Specialist Skills 2020
- Certificate in IT Skills CIT (6 months) 2020
- Intelligence in Social Communication 2018
- Qualification for the Labor Market 2018
- Behavioral Skills in Public Relations Management 2017