

Nourah Abdulkareem Alghanaym

HR Specialist

A Social Work graduate, 2016. A Human Resources Specialist with a Diploma in human resources from Noura University attained in 2020. Skilled in performance measurement, human resource metrics, job description formulation, and salary scale establishment. Fully across Labor laws, Social Insurance Law and the platforms of the Ministry of Human Resources. Successful completion of 20 courses, leading to the enhancement of my professional personality, Human Resource and administration expertise. Seeking a job that allows me to fully utilize my skills in Human Resources and Management to create value for the organization.

Education:

Imam Muhammad Ibn Saud Islamic University	2012-2016
Bachelor's Degree in Social Work	GPA 4.74 of 5
Princess Nourah Bint Abdulrahman University	2018-2020
Human Resources Diploma	GPA 5 of 5

Work Experience:

MINISTRY OF MEDIA

Riyadh

HR ASSISTANT (Trainer) 2020NOVEMBER 2020August

- Updated employee data.
- Organized official events.

Security Forces Hospital

Riyadh

SOCIAL Worker (Trainer) 2015 December 2015August

- Provided moral, material and social support for patients, took care of them and followed up their status in and out of hospital.
- Participated in medical and social events in hospital.
- Did office work such as data entry and arranging records and files.

Primary school 345

Riyadh

Teacher (Trainer) 2015 December 2015August

- Taught "Family Education" to the second and the third grade.
- Activating some extracurricular social activities

Specialized skills

- Drafting the salary scale
- Good at performance metrics
- Good at HR metrics
- Providing consultation on employee relations
- Creating job descriptions
- Creating training plans
- Establishing career paths

General Information

+966532001530



NK.RQ93@GMAIL.COM



Single



Saudi Arabia - Riyadh



Languages

Arabic

English

Personal Skills

• **Technical skills:** Computer and Microsoft Office (Excellent)- Photoshop (intermediate)

• **Management skills:** Report writing - Leadership - Organization - Planning - Teamwork - Customer service skills

• **Personal skills:** Quick Learner - Hard work - Proficiency - Ability to Work Under Pressure -Persuasion.

• **Other:** Research skills.

Hobbies and Interests

- Reading
- Cooking
- Surfing internet

Certificates and Achievements

• 18 MAR 2019

Participated with a scientific poster under the title "The effectiveness of Mental Arithmetic in developing the mental abilities of female students in accordance with 2030 Vision from female teachers' UCMAS KSA Institution point of view in Jeddah", the Fifth Undergraduate Research Forum at Prince Sultan University.

• 2018NOV-2020NOV

First Aid Certificate (Saudi Red Crescent Authority)

• 2015 - 2019

Has achieved certificates for various training courses in the areas of Management, Self-Development, and Computing.

• 2020

Passed the General Cognitive Ability test with a degree 88 out of 100

Volunteer Experience

- An Ambassador of Khairat Association for Saving Food.
- Organized the International Conference on Computing (ICC 2019)
- A first-level volunteer license as a 100-hour volunteers, Nourah Volunteer Incubator.
12-1-2019
- Participated in organizing the summer enrichment program for outstanding students who are in secondary and undergraduate level about 90-hours.
16-6-2019 to 3-7-2019
- Organized King Salman Humanitarian Aid And Relief Centre in Cultural & Heritage Festival Venue (Janadriyah 33).
21 DEC 2018 - 9 JAN 2019
- Organized the first Conference of Saudi Women Studies; Princess Nourah Bint Abdulrahman University.
24,25 OCT 2018
- Organized, Tamkeen, Career Guidance and Employment Support Center, Princess Nourah Bint Abdulrahman University.
9,10 OCT 2018
- Participated in the campaign to introduce "Nourah innovates." competition in the Deanship of Community Service and Continuous Education.
5 FEB 2019
- Participated in activation of International Mother Language Day at the library of Deanship of Community Service and Continuous Education.
21 OCT 2019
- Volunteered in elocution and drama club and participated in activation of club activities about 55 volunteer hours.
SEP - DEC 2018
- Participated in the Deanship of Community Service and Continuous Education's Journal 'Medad', 2018.

Training Courses

Technical courses:

- Cyber Security
- IT in the Workplace -How to Present Data

- Master Microsoft Excel 2013.

- IT in the Workplace- Master Microsoft Office
- Executive Assistant Series -Practice MS Office Skills

Career Management Courses:

- Successful Negotiation
- Leadership Skills
- Designing the Salary Scale in Practice

- Misk Program " Future Path"

- Career Plan
- Leadership Capsules
- Problem Solving in the Volunteer Workplace
- Creative Problem Solving

- Introduction to Human Resources Functions
- Project Management: Introduction
- Project Management-Integration Management
- Executive Assistant Series- Communicate Effectively
- Customer Service- Know Your Customer
- Team Work and Communication-Teamwork Skills
- Team Work and Communication- Communication Methods
- Volunteer Management: Volunteer Work Design
- How to Write a Successful CV

Personal courses:

- How to get the job you want- Start with Your Self and Release Your Power
- Self Management and Prioritization
- Your Relations are The Secret of Your Success.
- Body Language
- The Power of Volunteering
- Discovering Personal Motives in the Volunteer Workplace.

- Self Development Series- Self Esteem and Efficacy
- Self Development Series- Assertiveness and Self confidence.