

Nada Al-Kathiri

Objective

A New graduate in human resource management, I have 13 years of experience 8 years of them in managing the work team in addition to data entry and processing. I aspire to work in Human Resources field or in proportion to my experiences in order to acquire new skills and apply what I have for self-development and development in order to achieve the goals of the organization and advance its work and reach My goal and the position I would like to get.

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PROGRAMMING & Skills

- SQL
- Oracle
- Microsoft Office (Excel – Power point – Word)
- Team Work
- Commutation
- Flexibility
- Organizations
- Keep Learning
- Time Management



LANGUAGES

- Arabic
- English

EDUCATION

- **Academy Of Learning** | 2018 - 2020
Diploma in Human Resources Management with 81%
- **SAMA** | 2013
IFCE Certificate

WORK EXPERIENCES

- Saudi Next Care | Apr 2012 To On Job
- **2021 – Acting Manager Of Claims Management.**
- **2016 - Senior Team Leader – business operation (Claims Management Dep.).**
- **2013 - Team Leader.**
- **2012 - Claims Adjuster.**
 - * Doing the work in a minimum time , Manage The Team ,following and motivate them, Training new emplyee.
 - get 5 Times the Employee Of Month.
 - Make a Working plan as per situation.
 - Making report as per the requirement with other Departments.
 - Process Reimbursement Claims.
- Saudi Aramco | Jan 2020 To Mar 2020
- **CO-OP Student**
Training And Development In UR Support Dep.
- As-salama Hospital Co. | Feb 2007 To Feb 2012
- **Receptionist**
Receive Customer, perform the necessary procedure accurately and quickly , and guide them to the required location

Courses

- **DOROP**
 - Self Management.
 - The Saudi Labor System.
 - Culture Of Telework technically.
 - Vehicle Insurance.
 - Introduction to Human Resources Function.
 - Problem Solving in the workplace.
- **Amama Center**
 - English Course - 2005
 - Computer Typing Course - 2013

HOBBIES



Trip



Reading