

NAIF AL-AWADI

0552151023

Riyadh

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Professional summary

A responsive HR Assistant who is excellent at supporting employees and managers with diverse HR needs. Good at word processing, database and interest management software. Focus on developing the organization and making use of my skills.

Education

Diploma: Human Resource Management
Institute Of Public Administration - 12/2021

Work history

HUMAN RESOURCE ASSISTANT - COLLABORATIVE TRAINING, 10/2021 - 12/2021
General Authority For Food And Drug Administration

- The daily human resource development such as [meeting coordination] and [printing certificate of attendance] were dealt with accurately and efficiently.
- Writing presentation notes.
- Previewing and accepting employee requests for courses.
- Create classes and register them in the system
- Supervising the courses and coordinating everything the trainer needs.

Skills


- Excellent time management
- Effective communication
- Microsoft Office
- Working with team
- Fast learning
- Building good relationships
- Work under pressure

Certifications

Rehlyt " Personal Identity "
Rehlyt " Values "
Rehlyt " Correspondence course "

Languages

Arabic: Native language

English: C1

Advanced