

Narjis Almalki

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Professional Summary

Human resources graduated seeking professional position with in private sector. I'm self-motivated to exploit every opportunity to applying my knowledge in prepare and process journal vouchers that comply with accounting standards desire to provide helpful information to run the business.

Education

Diploma of Human Resources (January 2020 – January 2022)

Academy of Learning, Dammam, Saudi Arabia

Senior Project: The effect of performance appraisal on employee performance development

Signature Courses: Saudi labor law – Principles of legal science – Total quality management

Related Courses and Software

Related Skills

- Microsoft Office: Word, PowerPoint ,Excel
- Arabic & English speaker
- Leadership and Interpersonal skills

Experiences

Al-Yamama Company (Assistant Director) August2022 – Present

Assist the manager in organizing , planning and implementing the various strategy.

Eastern Province Municipality (Training) January 2022 – April 2022

Carry out all administrative work for Human Resources.

Toqa Group Trading Company (Manager assistant) 2020 – 2022

Create correspondence, Reports and documents, Calendars to schedule appointments, Sort mail .

Ithra (Volunteer) 2022 - Present

Maximus Gulf (Volunteer) 2021 – Present

Ithar association (Volunteer) 2020 - Present

Gold star team (Volunteer) 2020 – Present

About Me

Interest: Reading – Writing - Coloring – Traveling – Handcrafts