

# Noura Al-Rodhyan

## CONTACT

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## OBJECTIVE

Seeking to apply my acquired experience with in a competitive work environment that enhances my ability to progress, increase my creativity skills and fulfills my passion for gaining experience and new skills

## SKILLS

- Critical thinking
- Creativity
- People management
- Coordinating with others
- Emotional intelligence
- Flexibility
- Judgment and decision making
- Negotiation
- Self learning
- Complex problem solving

## EDUCATION

King Saud University  
computer programming  
diploma

## VOLUNTEER

Disability Association motor for adults (Harakia) - OCT 2020 (present)

- data entry / enter , update and audit data into computer system
- Work on Excel database
- Communicate with the beneficiaries to update their files
- Cooperating with the work team to accomplish the required tasks

## LANGUAGES

Arabic - Native language  
English - Professional working proficiency  
(Step test score : 73% Test date 04/10/2020)

## COURSES

- Saudi labor law- HRP - 25 - 27 OCT 2020
- Basics of Human Resources management - Asr Al-Areeba Institute - 18 - 22 OCT 2020
- Law aspects of Human Resources -Ethrai - Institute of Public Administration - IPA - Saudi Arabia - 18 OCT 2020
- Principles of Human Resources management - Edraak - 28 SEP 2020
- Microsoft excel advanced skills -Edraak- 30 SEP 2020
- Communication skills - certified by Ministry of communications and information technology - 15 - 19 MAR 2020
- Introduction to strategic planning for Human Resources - Doroob - 14 DEC 2019
- Introduction to Human Resources Functions - Doroob - 14 DEC 2019