

OSAMA ALANAZI

CAREER OBJECTIVE

A highly organized and hard-working Human Resources graduate

experience as intern. Seeking an entry-level position in the field of HR in a reputable organization where I can gain experience and further improve my skills and knowledge for the benefit of the organization.

Human resources

 966596258663

 Riyadh

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EDUCATION


2022


Institute of Management


Diploma in Human Resources
Management


SKILLS

Platforms 

Windows(All windows versions) 

Applications and scripts: 

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Microsoft Office (Word,
PowerPoint, Excel) 

WORK EXPERIENCE

2021/2022

ABV ROOK GROUP

HR Coordinator Intern | ABV Roc Group company
(April 2021-November 2022)

- Worked on Employees Data Sheet.
- Recruiting new hires
- Setting up candidates' interviews for hiring managers
- Answering employee questions and requests regarding

HR.

- Maintaining employee records in an online system.
- Conducting audits to measure the success of HR programs and then recommend changes.