

Raghad Khaleel Alenazi

HUMAN RESOURCES

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ADDRESS: Saudi Arabia, Riyadh

PROFILE

Contribute to the development of the company to the highest degree of excellence and to develop my practical and scientific skills

SKILLS

- Microsoft office
- Effective interpersonal skills
- Communicative
- Teamwork
- Work under pressure

EDUCATION

Diploma of Human Resources

Princess Nourah Bint Abdul Rahman University (2022)

LANGUAGES

- English: Intermediate
- Arabic: Native

WORK EXPERIENCE

Ministry of Industry and Mineral Resources (Intern) Jan2021-present

- Trainee in HR Operations Management
 - preparing job offers and contracts and signing them from the candidate
 - Requesting the necessary documents for employment in the ministry from the candidate
 - Follow up joining date form till send it to payroll department.
 - Send information and documents for medical insurance.
 - Upload the employee file to the system.
 - Upload employee data in the sharing file.
 - coordinate interviews.
 - Registration and removal from GOSI.
 - Printing employee cards.
 - preparing the necessary paperwork to extend contracts.
 - Full cycle of offboarding

CO U R S E S

- Human Resources Specialist
- Microsoft Excel
- Functional skills
- Objective-setting and decision- making
- Dealing with the work environment