

RAHAF SAAD ALARIFI

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Dammam

24/10/1995

OBJECTIVES

Seeking to work in an environment that enables me to take advantage of my skills and gain more experience. In addition, I am willing to achieve the work goals which allow me to contribute to the continuous growth and success of society.

EDUCATION

• May 2017

Diploma in Financial Management
GPA: 3.83

Imam Muhammad bin Saud Islamic University

EXPERIENCE

• Feb 2019 - Currently

Human Resources Specialist
DataServe

Main responsibilities :

- Preparing letters, job offer, salary definition, and employment contracts
- Organize employees data such as CVs and contact details
- Follow up on vacations, allowances, and other tasks

SKILLS

- Proficiency in using Microsoft Office programs
- Good organization and time management
- Learning and developing at work
- The ability to communicate with employees of the organization in order to manage their tasks effectively
- The ability to adapt to new management and changes
- Archives

Languages Skills :

- Arabic
- Eenglish

COURSES

- Human Resources Management and Labor System (2019)
- CIT (2018)
- Excellence in Modern Office Management (2017)
- Fundamentals of Banking Business (2016)
- Modern Secretary (2016)
- CPR (2015)
- IELTS (2015)
- Positive thinking skills (2015)