



RANA ABDULAZIZ BIN ZAYDAN

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PROFESSIONAL SUMMARY

Ambitious and committed person about reaching my targets and goals, continuous improvement in my career and my personal life is one of my top priorities, always striving to do better and excited towards new ambitious and opportunities.

EDUCATION

Human Resources Diploma

Institute of Public Administration

Project Management Training Course

2022

Ministry of Communications and Information Technology / Saudi Digital Academy (SDA)

English Course

2021

The British Council

Bachelor's Degree in Botany and Microbiology

2015-2020

King Saud University

PROFESSIONAL EXPERIENCE

Najm Insurance Services Company (Tamheer), Human Resource Specialist Aug 2022 - Jan 2023

Handling medical insurance policy for employees.

Registering employees through GOSI portal.

Managing employees' leaves.

Entering and maintaining employees' data on HR system.

Work on business trips and calculate the per diem of employees.

Entering and maintaining employees' data on HR system.

King Salman Hospital, Volunteering administrative and office work

Jun - Dec 2021

Water and Agriculture, Training Ministry of Environment

2020

CERTIFICATIONS

Training course in human resource management

The Saudi electronic university

HR planning course

Institute of Public Administration

Administrative creativity course

Institute of Public Administration

Types of insurance

Objective of the Human Resources Development Fund

Oracle HCM

Solution Makers Institute For Training

Preparing statistical reports

Institute of Public Administration

IELTS INFO CLASS

Saudi British Centre

RANA ABDULAZIZ BIN ZAYDAN

Total Quality Management

Institute of Public Administration

"Misk" The future path to the basics of professional research

Mohammed bin Salman Charitable Foundation

Blockchain technology course

"General Authority for Small and Medium Enterprises "Monshaat

Insurance Market Trends

Objective of the Human Resources Development Fund

Health insurance course

Objective of the Human Resources Development Fund

Health education program management course

Institute of Public Administration

Training course in leadership and supervisory skills

Institute of Public Administration

From idea to leadership

"General Authority for Small and Medium Enterprises "Monshaat

Time management

Objective of the Human Resources Development Fund

Strategic thinking course

Objective of the Human Resources Development Fund

IELTS English Language Test Preparation

Objective of the Human Resources Development Fund

Planning cycle to achieve financial security

King Saud University

Entrepreneurship Exploration Course

"General Authority for Small and Medium Enterprises "Monshaat

Labor culture according to the Saudi labor system

Objective of the Human Resources Development Fund

SKILLS

● Professional use of MS Office programs

● Professional use of Oracle program

● Problems Solving

● Flexibility

● Teamwork

● Commitment