

# Rana Bin Zaydan

Riyadh | 0567330811 | r.alzaydan@gmail.com



Joining a human resource work environment that allows me to develop my practical skills and contribute to the development of the work environment in which I work and to be an effective and successful member

## Work Experience

### Human Resource Specialist (Tamheer)

Najm Insurance Services Company 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.

### Cooperative training

The Ministry of Environment, Water and Agriculture 2020

## Education

### Higher Diploma in Human Resources Development

Institute of Public Administration

Manpower planning  
Saudi labor law  
Job description cards  
Employee relations  
Performance review  
Salaries and end of service

### Project Management Training Course

Ministry of Communications and Information 2022  
Technolog / Saudi Digital Academy (SDA)

### English Course

The British Council 2021

### Bachelor's Degree in Botany and Microbiology

King Saud University 2020

## Volunteer Work

### Administrative (Volunteer)

King Salman Hospital Jun - Dec 2021

## Skills

Practical skills in Microsoft Office  
Professional use of Oracle program  
Prepare job description  
Teamwork

## Courses

### 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

### Labor culture according to the Saudi labor system

Objective of the Human Resources Development Fund

### IELTS INFO CLASS

Saudi British Centre

### Total quality management

Institute of Public Administration

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

Mohammed bin Salman Charitable Foundation

### Insurance market trends

Objective of the Human Resources Development Fund

### Health insurance 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

### Strategic thinking course

Objective of the Human Resources Development Fund