

Reem Alrabah

Riyadh,KSA

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Human Resources graduate looking for an opportunity to practice my skills, knowledge and learn more. Very excited to work in a stimulating environment enables me to improve my skills and to contribute in the organization's success through a professional experience.

Experience



Summer Training at SIG Combi

July 2022-September 2022

- Job Description
- Recruitment & Sourcing
- Interviews.
- Offers, Contracts (GOSI).
- Bank & Employment Letters, Certificate Of Service.
- Agreements with Banks
- Agreement with Outsourcing Organization.
- Employees Engagement activities
- Invitation (MOFA)



Coop Training at Zain

February 2022-May 2022

- Interviews, Contracts.
- Clearances, Bank Letters, Employment Certificate.
- Employees ID cards, SIM Activations
- Resignations, Terminations, Investigation.
- Job Descriptions.



IPA Projects

2022

- Building job analysis and designing job add by working on the project of recruitment and selection course.
- Design job Card (and job description) with UNITED ARAB EMIRATES MINISTRY OF HUMAN RESOURCES& EMIRATISATION standards by working on project.

Skills

- Languages: Arabic , English
- SMART Goals Design Skill
- Computer Skills



Education: Institute of public administration 2022 My GPA is 4.28