


Rana Al-Humaid

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Summary

+2 Experience in Administration and HR with a demonstrated history of working in the management consulting industry. Strong administrative professional with a Diploma focused in Administrative Sciences, Business Administration from Princess Nourah Bint Abdulrahman University.

Education

Princess Nourah Bint Abdulrahman University



Diploma, Administrative Sciences, Business Administration
2015 - 2018

Experience



Administrative Officer

Milliman

May 2020 - Present (1 year 1 month)

Administarion and HR:

- Monitoring and following up all project
- Ministry of HRSD E-Services
- Provide support in various human resources functions



Administrative Assistant

Saudi Tumpane

Jan 2019 - Mar 2020 (1 year 3 months)



Intern

Applied Computer Services Company (HASIB)

Jan 2018 - Apr 2018 (4 months)

Trained in the Administration and Human Resource Department

Licenses & Certifications



PMP® Certification Training Course - Bakkah | بكة

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Skills

Microsoft Office • Teamwork • Communication skills • Microsoft Word • Microsoft PowerPoint •
Microsoft Excel • Team Motivation • Time Management • English • Microsoft Outlook