

Saad AL Durman

I am well-organized, highly motivated and have excellent communication skills. In addition, reliable, flexible and quick to learn.

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☎ 0591143511

📍 Riyadh, Aljazirah district

EXPERINCES

- **ALDANUB | Casheir | 1/5/2018 until 30/6/2018**
- **EXTRA COMPANY | Casheir + Customer service | 1/4/2017 until 30/11/2017**
- **SEDER COMPANY | Data entry | 1/10/2015 until 31/7/2016**

EDUCATION

Diploma | Human Resources Management.

Institute of Public Administration.

1\2020

Excellent grade

GPA (4,89 out of 5)

SKILLS

Microsoft Office

Teamwork

Multitasking

Self-Learning

INTERNSHIP

- **AL RAJHI Company** *Two months*

Trained on Human Resources department .

Tasks

Assist in planning & organizing interviews.

Train and monitor the new employees.

LANGUAGES

Arabic ● ● ●

English ● ● ○

COURSES

- English studies abroad for 6 months in USA-Arizona (7\2015).
- Preparation & qualification of in Human Resources specialist, (5\2019).
- Microsoft Excel advanced "total hours" 20 hours.