

SARAH ALHARBI

HR OFFICER

WORK EXPERIENCE

04-2021 - PRESENT

HR OFFICER

SMART CITIES SOLUTIONS COMPANY

WORKED ON:

- HR Policy.
- Jobs Descriptions.
- Medical Insurance .
- HR Operation.
- Recruitment .
- Training Programs.
- Payroll.
- GOSI.

EDUCATION

2018 - 2020

Diploma degree of **Human Resources Management**

Princess Nora Bint Abdulrahman University

GPA: 4.9 out of 5

2013 - 2017

Bachelor's degree of **Social Work**

Princess Nora Bint Abdulrahman University

COURSES

- Human Resources Planning.
- Polarization and Choice.

SKILLS

FAST LEARNER

PROBLEMS SOLVING

TEAM WORK

TIME MANAGMENT

ORGANIZATION & PLANNING

CUMMUNICATION SKILLS

MICROSOFT OFFICE

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