

OBJECTIVE:

Apply my acquired knowledge in competitive environment which achieves my passion to keep developing the work environment.

EDUCATION:

- Diploma degree in Human Resource Management.Institute of Public Administration .GPA:4.66/5 2020.
- Bachelor degree in Curriculum &Teaching Methods Path Primary School Teachers .Princess Nourah bint Abdulrahman University. GPA of (4.08 Out Or 5) 2016.

COURSES:

- Crisis and Risk Management,Riyadh Chambert , 2020 (15hours).
- Management Time , Institute of Public Administration 2020 .
- Motivating Employees , Institute of Public Administration 2020 .
- Prepare and qualify Human Resources Specialist,Riyadh Chambert, 2019 (40hours)
- English Course ,Alfaisal International Academy.
- CIT , Technical and Vocational Training Corporation under no .3001004.

PERSONAL SKILLS:

- Computer Skills.
- Leadership skills.
- Self-motivation .c
- Willing to assume responsibility.
- Quick learner.
- Flexible,open ideas and willing to achieve what I have to.
- Attention to detail.
- Interpersonal Skills.
- Ability to work as part of a team.

LANGUAGES:

- Arabic — — — — —
- English — — — — —

Kingdom of Saudi Arabia
Institute of Public Administration



المملكة العربية السعودية
معهد الإدارة العامة

شهادة تخرج

Graduation Certificate

The Institute of Public Administration hereby certifies that

SARAH ABDULLAH ALBEDAIWI

Has been awarded an Associate Degree in

Human Resource Management

With a grade of (EXCELLENT) and a G.P.A of (4.66) out of (5)

Awarded in: 14/05/2020

يشهد معهد الإدارة العامة أن

سارة بنت عبدالله إبراهيم البدوي

قد حصلت على دبلوم فوق الثانوي في

إدارة الموارد البشرية

بتقدير علم (ممتاز) ومعدل (4.66) من (5)

تاريخ التخرج: 14/05/2020 هـ

المدير العام

د. موشوباب أ. الكحطاني

Director General

Dr. Moshobab A. Alkhatani



نائب المدير العام للتدريب

د. بدر بن شجاع الحارثي

Deputy Director General For Training

Dr. Badar S. Al-Harbi

