

Nationality: Saudi
A personal Status: Young Women-
Single
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Pob: Dhahran

Sara H. Al-Khuridah

Professional and Personal Aim

To work in a challenging environment where I can seek a position to utilize my potential and skills efficiently that offers professional growth while being resourceful, Creative and flexible, self improvement to the highest levels

Experience the Operation / Errands and Responsibilities

Feb 17 – March 20 For3 Years - In B-tech Co. working as HR Manager

June 14 – June 16 For 2 Years - In Napco - working as HR Associate
Responsible of Oracle system, meet every new comer & resigned employees
Implement the induction program, turnover, Staff evaluation
Assist in identifying potential and training needs for supporting team development needs

July 11 – May 14 For 3 years & a few months - In Dunya Alsharq organization
Working as General Manager – Administration and real estate

Feb 08 – Dec 10 For 3 years -In AFI CO - working as HR administrator for:
Evaluate employee's performance, handling a payroll (attendance Report,
Adjustment of salaries) Responsible for medical insurance, Gasoline invoices.

The educational qualifications

Level of education: An Academics level
The specialization: administration sciences

Seminars:

Feb 2015 - HR development in Indevco training center - LEBANON
Apr 2015 - Oracle System
Nov 2015 - Advance Customer Service
May 2017 - AutoCAD
June 2018 - Marketing Strategy
Dec 2019 - ISO 45001:2018

Skills Profile

Ability to use personal power and influence to lead, inspire, convince and engage others.
Ability to motivate others ambitions

Additional information

Languages: Arabic & English.
Computer Competency, MO , Consult Architectural design, painting & drawing, Made fashion design,
Tourism and photography, looking for new information