

Sara Khalid Al-Muwallad

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Professional Summary:

Dynamic and creative HR & administration with over 10 years of exceptional track record involving core facets of human resource management and administration for organizations of repute, possessing allied proficiency in handling secretarial duties along with associate areas of recruitment, mentoring, manpower/organizational development and leadership initiatives. I am seeking a pivotal real role in a dynamic organization to utilize accrued strategic HR acumen towards achieving organizational objectives.

Education:

Abha Chamber E-training project (E-learning - Currently)

– Saudi Arabia

- Psychology & Psychological Counseling Diploma

International Academy for Development Sciences IADS (E-learning) – Egypt

- International Trainer Diploma
- Mental Health Diploma

Noor American Cultural & Educational Center – Saudi Arabia

- English for Business Administration

High School

- Science Department

Courses:

DOROOB Program - (E-learning) – Saudi Arabia

- Self-Management
- Culture of telework administratively
- Culture of telework technically
- Labor Education according to Saudi Labor Law
- Leadership Skills
- Problem Solving in the Workplace
- English – Listening
- Best Practices in Volunteer Engagement

Arab Trainers and Advisers FZE- (E-learning) – Saudi Arabia

- Success Strategy Course, Focusing on Habits



Experiences:

- **Wood Al-Hejailan** - Sr. Administration Specialist
Dec 2019 - to - May 2020
- **Al-Hugayet Group** - Division Secretary – SMP
Feb -to- Nov 2019
- **Arabian Drilling Services LLC** - Insurance & Medical Specialist - May 2015 -to- March 2017
- **AlSuwaiket Oil & Gas Services** - HR Supervisor
Oct 2013 -to- Nov 2014
- **Ali Zaid Al Quraishi & Bros** - Administration Assistant
April 2013 - to - Oct 2013
- **NAPCO Compact** - Executive Secretary
April 2010 -to- March 2012
- **Shifa Al Khobar Polyclinic** - Front Desk Executive
Feb 2008 -to- April 2010
- **Al- Yousif Hospital** - Reception Supervisor
Oct 2004 –to- Aug 2007

Skills:

- Computer skills	- Organization
- Communication, and active listening	- Leadership, and management skills
- Interpersonal skills	- Creativity
- Adaptability, and Collaboration	- Problem-solving, and time management
- Decision-making, and conflict resolution	- Research, and data analysis

Language:

- Mother Language Arabic	- Acquired language English
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Date of Birth: Sep 03, 1984 Marital Status: Single Nationality: Saudi Mobile: +966531285040