


## CONTACT

 Riyadh

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# SARAH HADHIL ALBADRANI ALHARBI

## SKILLS

FAST LEARNER

FLEXIBILITY

TEAM WORK

TIME MANAGMENT

ORGANIZATION & PLANNING

CUMMUNICATION SKILLS

WORKING UNDER PRESSUR

## ANOTHER SKILL

Microsoft Office

## COURSES

- Human Resources Planning.
- Polarization and Choice.
- Workplace Behavior Rules and Job Ethics.
- Labor Education according to Saudi Labor Law.
- Creative Thinking in the Workplace.
- Problem Solving in the Workplace.
- Teamwork and Communication Skills.

## VOLUNTEER WORK

- Massaa'i Charity For Women.

## EXPERIENCES

### • Arab National Bank - Remote - 2020

HR co-op Trainee at the Recruitment department.

Worked on:

Wrote the mails in two languages for :

- The available positions that only for employees.
- The New medical insurance contract.
- The training courses that only for employees.

### • Saudi Transport & Investment co. (Mubarrad) 2019

Saifi trainee student at Human Resources Management department.

Worked on:

- Employees contracts.
- Employees files.
- Performance evaluation.
- Upload the employee's files online to the HR system.
- Upload the drivers' information on the ADAHI website.
- Update the employees' medical insurance classes on the system.

### • Association Of Blind - 2016

Co-op Trainee as a Social Worker.

Worked on:

- Studying the clients' the extent to which clients deserve aids
- Choosing which kind of aids to deserving depending on the situation.
- Send Recommendations to the supervisor.
- Update the clients' information on the system.
- Update the clients' Files.
- Make phone calls with clients to receive aids.

## EDUCATION

### • 2018 - 2020

Diploma degree of Human Resources Management .

Princess Nora bint AbdulRahman University

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With First Honor.

### • 2013 - 2017

Bachelor's degree of Social Work .

Princess Nora bint AbdulRahman University