

SUKAINAH EDUHAIM

Eastern province

Mobile: 0544989948

Email · Eduhaimsukainah@gmail.com

To improve my skills and develop myself, and help the organization to achieve its objectives.

EXPERIENCE

1 APRIL 2018– 15 MAY 2018

HR TRAINEE, ELITE TALENTS FOR RECRUITMENT.

Sourcing, Find qualified candidates, Making profiles, Schedule the interviews, Making interviews.

4 OCTOBER 2018 – 30 SEPTEMBER 2019

GOVERNMENT RELATION ANALYST, SAUDI INNOVA HEALTH CARE CO.

Transfer of guarantees, Renewing residency permits, Issuance of exit and return visas and final exit, Design the format of government relation in AX program, Renewal the commercial registers, Nitaqat report.

EDUCATION

JANUARY 2017

ENGLISH COURSE, INSTITUTE OF PUBLIC ADMINISTRATION.

MAY 2018

HUMAN RESOURCES MANAGEMENT DIPLOMA, INSTITUTE OF PUBLIC ADMINISTRATION

SKILLS

- Proficiency in Job description.
- Advanced in Microsoft Office.
- Time management.
- Communication skills.
- Teamwork.
- Creative thinking.

ACTIVITIES

- Lead the JD project in Institute of public administration.
- Lead the salaries, compensation and incentives project in Institute of public administration.
- Lead the labor law project in Institute of public administration.
- Lead training and development project in Institute of public administration.
- Attend a meeting of professional maturity at Al-Yamamah University.