

Objective:

Energetic young man, seeking for a challenging position where I can apply the concepts, techniques, & methodologies of Human resources management system in an institution that provides an environment that supports the need for creativity and self-development.

Language:

Arabic - Native

English – Expert

Education:

Diploma's degree in Human resources management

Institute of Public Administration, Human resources management in Riyadh.

Graduated in May 2021.

Experience:

Trainee at Arab National Bank

- Update internal databases with information about new employees and add contact details.
- Follow up on the application process for new jobs.
- Scheduling and confirming interviews with candidates for available positions.
- Collect employee data such as salaries, vacations, working hours, and bank accounts

Skills

Multitasking

Good with team work

Outgoing and easy to communicate with

Concentration

Hard worker

Adaptable