

# Alhanouf Ahmed Aldriweesh

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Riyadh

## **Job Objective**

I seek to join a professional work environment that enables me to develop my skills and gain new experiences and to be an active and productive member, and contribute to the development of the employer that I will work with, in order to achieve success and development.

## **Educational qualification**

High school

Graduate of human resources diploma princess nourah Bint Abdulrahman University 2021

## **Experience**

Training at the Ministry of Health

Eitinaa Human Resources Company 01/01/2022 – present

HR Operations Specialist

Personnel Affairs and Recruitment Operations

## **Certificates**

Certificate of thanks and appreciation from the Training Authority at Ministry of health

## **Courses**

Human resource task

Worker's rights and duties

Information Security

Driving basics

Introduction to Entrepreneurship

Saudi Labor law – employee rights and duties

Strategic planning for human resources

Management basics

## **Skills**

Discipline and punctuality

Proficiency in computer skills and Microsoft programs and social networks

Ability to control work pressure

Effective communication

Teamwork

 Languages : Arabic – English 40%