

# AFRAH FAHAD AL-OTAIBI | HR

- **Career objective :**

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my skills & abilities .

- **Education :**

Diploma of Human Resources Management 2021 .

- **Work Experience :**

**Data entry** in The HR Department 'tamheer' 2022 JUN-DEC .

- Responsible for writing and producing content related to recruitment or HR policies .
- Maintain and update employee records , record personal data of new employees , and ensure completeness of documents submitted .

- **SKILLS**

**Hard Skills :**

- Management Skills .
- Reports writing .
- MC Office .
- Planning and organizing .

**Soft Skills :**

- Self-learning .
- Adaptable .
- Creative Thinking .
- English Moderate .

- **Contact :**

Nationality : Saudi .

Riyadh .

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