


Fresh Graduated from Human Resource Management Specialization Technical and Vocational Training.

My main goal is to build a positive and successful career in HR and Self-motivation, determination, and hard work.

Recruitment where I can direct my skills and knowledge to hire a good and qualified person.

### Contact

 0562452020

 Bashayer Algahtany

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### Training Courses

-Introduction to Human Resources (IHR)

-Foundations of Human Resources Management (FHRM)

- Microsoft Programs (MP)

-A set of training courses on work environment skills enrolled by Connect Plus in collaboration with TAQAT | 2022:

( Key Communication Course – Problem Solving and Decision Making Course – Successful Mindset Course – Emotional Intelligence Course – Dictation Skills)

### Skills

- Intermediate level of English  
- Computer Skills (MS Office and Web Development)

-Work under pressure  
- Extract and write creative content

- Communication skills, problem solving

- Social Media Management  
- Organization and time management

- Employee Retention Programs

## Education

- Diploma of Human Resource Management Specialization Technical and Vocational Training Corporation | 2020- 2022  
Obtained GPA :4.97 out of 5
- Bachelor of Education Princess Norah University | 2009-2013

## Work Experience

March-June 2022

### Administrative Assistant at Olayan Group (COOP)

- Complete papers and enter data using computer programs as needed
- Carry out daily tasks accurately and efficiently such as making appointments with candidates for interviews
- Planning and implementing events and initiatives

March 2021 – 2022

### Sales Representative, Jarir Bookstore part-time

- Supervise the recruitment, training, and professional growth of employees.
- Supervise the refilling of shelves with best-selling products
- Customer service and follow the specified service steps.

December 2018-2019

### Activity Leader, Innovative Training and Education Company

- Create spreadsheets by using Microsoft Excel to prepare daily, weekly, and monthly reports.
- Planning and implementing events (national and international days) and initiatives.
- Manage the contents of internal and external deployment methods.