

🏠 Riyadh
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Haya Abdulaziz AlOtay

A graduate with a Bachelor of Psychology with honor, and a Diploma in Human Resource Management. Interested in organizational and industrial psychology and Human Resource. With series of experiences, Volunteer works, skills in my major and in work environment, I try to develop my professional skills and serve my community.

Education:

- 2019
[Diploma in Professional Human Resource Management](#), Riyadh chamber, Riyadh.
Grade: excellent, 99%
 - 2017
[Bachelor's in psychology](#), Al-Imam Muhammad Ibn Saud Islamic University, Riyadh.
Grade: excellent, first-class honors, 1st in class with a degree (4.97/5)
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Experiences:

- October 2020 - until now
[Recruitment Specialist/IHR](#) (International Human Resources), Riyadh
(On-the-job Training by Tamheer's Program)
 - January 2020 - until now
[Secretary/](#) Al-Zahrat foundation, Riyadh
(Volunteer Work)
 - March 2019 - April 2019
[HR Specialist/](#) Ibn Khaldun Educational Company, Riyadh
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Skills:

- Computer skills and Microsoft Office programs.
 - Flexibility and adaptation at work.
 - Teamwork.
 - Reports, Research, and Plans writing.
 - Communicating and listening skills.
 - Train, Competency-based selection and interviewing skills.
 - Fast learner.
 - Positive and passion for work.
 - Solve problems.
 - Communicating in English.
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Training Courses:

- Course (Creativity and Innovation in The Work Environment) by Dorooob.
 - (Personal Professionalism at Work) by Enar center .
 - Course (Teleworking's Enlightenment) by Dorooob.
 - (Personal Planning Skills) at Al-Imam Muhammad Ibn Saud Islamic University.
 - (Professional Training from A to Z) by Dialogue Academy for Training.
 - (English Language) at Alkhaleej for Training and Education.
 - The first forum of Tatmeen group at National Center for Mental Health Promotion.
 - (Business Ethics) by Taqat Center for Employment.
 - Many courses in self-discovery and development.
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Language: Arabic - English