

SARA ABDULLAH ALORAINI

HUMAN RESOURCE MANAGEMENT

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📍 Riyadh

📅 8\ 6 \ 2001

OBLECTIVES

Seeking to join a stimulating work environment that enhances the initiative and cooperation spirit and enables me to develop my capabilities, refine my skills and my passion for creativity, and contribute to raising the organization's productivity and achieving the desired goals.

SKILLS

- Proficiency in working on computer and Office programs
- Effective communication skills
- Work in a team effectively
- Organization and time management
- Adaptability and flexibility
- Problem solving and decision making

LANGUAGES

- Arabic 
- English 

EDUCATION

DIPLOMA IN HUMAN RESOURCE MANAGEMENT | 2022
Institute of Public Administration

EXPERIENCE

COOP TRAINING | 2\2022 - 5\2022

HR Business Partner Department - ZAIN Company

Responsibilities:

- Monitor Headcount to ensure workforce requirements are met by hiring or creating job mobility opportunities.
- Track employees' attendance, leaves, cases, payroll, and performance.
- Conduct investigations and provide resolutions needed to employees relations issues.

TRAINING COURSES

- Workshop: "How to choose the best professional certificates in human resources (2021)
- Misk Program "Future Path for Career Preparation" (2021)
- Introduction to Strategic Planning for Human Resources - Doroob (2020)
- Introduction to the functions and foundations of human resources - Doroob (2020)
- Foundations of Human Resources Management (2020)
- English Language (2 months) - Al Faisal International Academy (2020)