

SA

Sarah khalid Alowain

Professional summary

• An adaptable and responsible human resources graduate from PNU seeking to pursue an opportunity to grow professionally in the business industry. While I am well rounded in reporting, I am eager to learn more about developing my skills in working on personnel affairs . Having a Good attention to detail, consistent follow-through, and reliable documentation skills.

Education

Princess Nourah Bint Abdulrahman University
Diploma in human resources (Expected Graduation :2021)

Professional experience

Ministry of Municipal and Rural Affairs For 3 months

Courses

PMP Cours.
The path of Future Career.
Financial Performance Management: Startup Phase.
Smart Work Ethics.
Successful Communication Skills in Workplace.
Leadership Essentials.
Introduction to Strategic Planning for Human Resource.
Create your personal Branding & Make an Impact Today.

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Skills

- Thinking
- Strong technical skills & proficiency in
- Microsoft office (word, power-point)
- Leadership
- Employee training
- Strong communication skills
- Ability to meet deadline and work under
- Enthusiastic, hard- working and eager to Learn

Languages

Arabic
English