

Wafa Aldossari

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Objective

Experienced professional seeking to fill a HR position.

Education

- **Diploma in Human Resources** 2018
King Faisal University
Graduated with a 4.10/5 GPA.

Courses & certificates

- **Step test: 73**
- Certificate in IT Skills **CIT**
- Intensive Course in Interactive English for 3 months

Work Experience

- **Cooperative training for 3 months**
Occupation / Administrative Assistant- personal Assistant.
Abqaiq General Hospital.

Skills

- .Ability to learn and acquire skills quickly
- .Time management
- Communication skills.
- Dealing with programs (word -excel).

Training courses and workshops

- “Cybersecurity "electronic conference
- Digital transformation "electronic conference”.
- Fundamentals of Information Design.
- .IT in the workplace
- .Management Basics
- .Leadership skills and basics
- Communication skills.
- Effective communication skills in recruitment.
- Methods of employing responsibility towards social media
- Creative thinking skills in the work environment.

References

Available upon request.