

OBJECTIVE

To seek the position in the field of administration in a reputed and well established organization in order to utilize my creative abilities, effective working skills and utilize my previous experience to the optimum.

PERSONAL INFORMATION

Date of Birth: 11-Jan-1984

Gender: Female

Civil Status: Single

Nationality: Saudi

Permanent Address: Qatif, Eastern Province - Saudi Arabia

EDUCATION

2004 – 2005 Diploma in Computer Education, Faculty of Sciences
Institute of Damman
Received appreciation for obtaining GPA 4.55 from 5.

2002 - 2003 General Secondary Education

PERSONAL SKILLS

- Highly skilled in computer packages like Windows, MS-Office, MS-Excel, MS-PowerPoint, MS-Outlook, Internet Browsers etc.
- Able to work on this software's with skill and precision.
- Ability to type using English / Arabic with any word processor in 30 W.P.M.
- Fluent and proficient in Arabic language
- Able to work in English as well.

TRAINING COURSES

- ✓ Reception Department of public Administration.
- ✓ The Functional Rehabilitation Program.
- ✓ Intermediate English Course.
- ✓ Introductory Course in Modern office management and secretarial.
- ✓ Introductory Course in Human Resources Management.
- ✓ Business ethics and the rights of the employer and the worker in the labor.
- ✓ Skills to deal with the pressures of work.
- ✓ Modern talent management workshops.
- ✓ Skills Polarization and Recruitment.
- ✓ Human Resources Management
- ✓ Dealing in the working environment.
- ✓ Institutional Public Relations
- ✓ Public Relations and Protocol

- ✓ Establishing a media department in companies
- ✓ Digital Media.
- ✓ Charisma Media Appearance

Workshops

- ✓ Managing human talent
- ✓ Human Resources Business Partner
- ✓ How to develop leaders around us

Experiences

- ✓ **Position:** **Coordinator - Marketing & Business Development**
Duration: April 8, 2018 – To this time.
Company: **Nesma Trading Co. Ltd.**
Company Industry: General Contracting
Location: Al Khodar, Saudi Arabia
- ✓ **Position:** **Human Resources Manager**
Duration: Mar 26, 2017 – 7 Dec 2017
Company: Theqa Integrated Solutions
Company Industry: General Contracting
Location: Dammam, Saudi Arabia
- ✓ **Position:** **Human Resources Manager**
Duration: April 24, 2016 – Feb 23, 2017
Company: Halul United Business Offshore Services Company
Company Industry: Marine services.
Location: Al Khodar, Saudi Arabia
- ✓ **Position:** **Assistant HR Manager & Supervisor –Female Section**
Duration: Jan 11, 2015– April 21, 2016
Company: Arabian Technical Trading Est. /Arabian Contracting Est.
Company Industry: Supply and installation of Gas appliances.
Location: Dammam, Saudi Arabia
- ✓ **Position:** **Administrative Assistant**
Duration: Mar 21, 2008 – Dec 01, 2014
Company: District Cooling Company
Company Industry: Production and distribution of cooling from a central Facility to multiple buildings
Location: Al Khobar, Saudi Arabia.