

Shahd mohammed Alyami

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Objective

I would like a position within the organization where my training, skills and abilities can be efficiently utilized.

WORK EXPERIENCE

Association for Girls Development in the Eastern Province Ofoq **Dhahran, Saudi Arabia**
Human resources assistant (volunteer) *March 2021-April2021*

- Assist Administration Department in office requirements and staff records
- Assisted with new employee on-boarding and ensured all pre- employment forms were properly completed
- Worked with department heads to understand their talent needs and to fill those needs
- Assisted in interview preparation by contacting references, scheduling appointments and participating in recruitment efforts.

The Computer Rehabilitation Charitable Organization Ertiq. **Khobar, Saudi Arabia**
Media and public relations assistant (volunteer) *Aug 2020 –dec 2020*

- Assisted media department managing integrated marketing campaigns.
- Brainstorm and develop ideas for creative marketing campaigns
- Maintain awareness on best practice marketing techniques/tools to achieve successful campaigns
- Planning and developing marketing strategies to generate new donors and traffic
- Engaged donors and volunteers through email report and brand essence videos

Accomplishment

The Computer Rehabilitation Charitable Organization Ertiq **Khobar, Saudi Arabia**
Media and public relation supervisor *5Dec 2020(for one day)*

- Leading the public relations and media team to manage activities on International volunteer day.

EDUCATION

imam Abdulrahman bin Faisal University **Dammam , Saudi Arabia**
BA in social work (GPA:4.6 out of 5) second class honor *Graduation Date:June 2021*

- Relevant coursework: public relation, Social institutions management, leading businesses, social behavior, Social planning social development, psychology

Certifications

Human resources planning -institute of public relation *March2021*
HR Fundamentals CIPD - Chartered Institute of Personnel and Development *March2021*
Certification Prep: Professional in Human Resources (PHR) - linked in learning *February 2021*

SKILLS & INTERESTS

Hard skills

Computer skills
Microsoft office suite
Google apps suite

Soft skills

teamwork
flexibility
analyzing
time management

Languages

English
Arabic