

Hawra T Bujbara

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Arabia

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Objective

To obtain a position in your facility where my knowledge and skills in HR Management could with organizational members to provide value.

Education

Institute of Public Administration, Riyadh, Saudi Arabia.
2020

September

Associate degree (High Diploma) of Human Resource Management

GPA 5.00/5.00

Related Courses

Succession Planning and Development
Recruitment and Selection
Human Resource Development
Compensation and Benefits Managements

Human Resource Planning
IT in Human Resource Management
Performance Management

Relevant Skills

Fluent Arabic and
English
Leadership
Communication skill
HRM program
(Oracle)

Public Speaking
Microsoft Office
(Word – Excel– Power point)
Team-Work

Trainings

Coop training in **Riyad Bank** Headquarters at Talent Management Department.
October 2020 – December 2020.

Activities

Member **Saudi Student Organization**, Wright State University, OH USA
January 2015 – August 2016

-Volunteer in international events and attend international conferences.

January 2015 – August 2016

Member **MELB International Committee**, Wright State University, OH USA

-Volunteer organization MELB Events

Projects

Listening and Note Taking Skills

April 2019

-Leading a workshop for listening and note taking skills for IPA English Language Program Students.

Training and Development in the Civil Services System research

April 2020

-Research for legal systems for human resource management

Forward Integration team project

March 2020

-Team project in Strategic Human Resource Management

Certification

-Wright State English Language Program Completion with Outstanding Score

-Cambridge College English Program Certificate from Lincoln college

-First Honor IPA English Language Program Certificate

-IELETS certificate 2016

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