

# Rola Alqarni

Human Resources Management

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📍 Jeddah, KSA

## EDUCATION

- 2016-2021  
King Abdulaziz University  
B.A HR Student  
GPA 4.66  
I get certificate of excellence (2019-2018-2017)

## SKILLS

- Communication skills
- Team management
- Time management
- Data entry
- Self-development
- Flexibility
- Social marketing
- Microsoft office
- Photoshop
- Web and social media

## VOLUNTEER

- **2019- now**  
Currently Volunteer in the University deanship to plan & development.
- **2019-2020**  
Volunteer in HRM team in the university.
- **2018-2019**  
Volunteer in the University deanship to organize events.
- **2016**  
Volunteer in Down's syndrome center.

## OBJECTIVE

Seeking for a job to utilize high-level communication skills, leadership abilities, clerical skills, and knowledge of the domain. Also to learn and gain experience, expanding knowledge and public relations, and improving work performance

## Training & Experiences

### ○ **2021 Aramco Training**

I trained in the company as a general human resources employee and worked in different departments to understand the work adequately, the activities that I did are:

- Planning and training activities.
- Employees policies and medical cases.
- Manpower and cost reports.
- Separation and dispensary actions.
- Salary administration and allowances.

## COURSES

- Job preparation program- Misk
- Path of the future for the basics of professional research- Misk
- Corona's implications on employee contracts - King Abdulaziz University
- Conflict of interest- Aramco
- Knowledge Management Essentials- Aramco
- Introduction to Operation Excellence- Aramco
- Information Security Essentials- Aramco
- Event management training- Ethra'ai
- Market concepts- Bloomberg
- Workshop: Women, Entrepreneurship and Technology- Engineering day KAU
- Why marketing?- King Abdulaziz University
- Volunteering in crises - King Abdulaziz University
- Your intelligence makes your life - King Abdulaziz University
- Effective Project Management in Crises - King Abdulaziz University
- Consumer buying behavior in Corona - King Abdulaziz University
- Investing time in crises - King Abdulaziz University
- Marketing in crisis - King Abdulaziz University