




# Hadiya Aljawi

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## COURSES

- Introduction to SAP Navigation and Basics (*King Fahad University of Petroleum & Minerals*)
- Certified Human Resources Manager (*King Abdulaziz University*)
- F&SD Secure External Party Communication (*Saudi Aramco*)
- Human Resources Management (*Smart Solutions Center for Training*)
- Microsoft Excel (*EXTECH*)
- Life Ambassador First Aid Principles (*The Saudi Red Crescent Authority*)
- Courses Provided by Harvard University:
  - Change Management
  - Hiring
  - Business Plan Development
  - Global Collaboration
  - Strategy Planning and Execution

## ADDITIONAL SKILLS

Fluent English and Arabic language

Capsim, SAP, Kenexa, Success Factors & Batch Manager

Microsoft Office

Computer Skills

Teamwork

Adaptability

Willingness to learn

## CERTIFICATIONS

First Aid

## CAREER OBJECTIVE

Adaptable recent college graduate seeking for an entry level position in the company that can make use of flexibility & teamwork skills. Aiming to leverage gained academic knowledge and experience to successfully fill the position at your company.

## EDUCATION

### PRINCE MOHAMMED BIN FAHAD UNIVERSITY

**GPA: 3.41/4**

*Dhahran, Saudi Arabia*

Business Administration, Bachelor of Human Resource Management (Sep 2017 - Apr 2022)

Relevant Course Work:

- Compensation & Benefits
- Employee Relations
- Performance Appraisal
- International Human Resource Management
- Training & Development
- Strategic HR Planning
- Negotiation & conflict Management
- Organizational Psychology for HRM

## EXPERIENCE

### RELOCATION ADVISOR ASSISTANT (INTERN)

*Saudi Aramco, Dhahran, Saudi Arabia / Jan 2022 - Apr 2022*

- Developed and maintained schedules for new hires, dropped candidates and progressed candidates using Excel.
- Assisted in processing and relocating the candidates who accept the job offers.
- Prepared the required hiring documentations.
- Collaborated and coordinated with several departments within the company to complete the hiring process.

### VOLUNTEER

*Dammam Medical Complex, Dammam, Saudi Arabia / Sep 2015*

- Managed the medical summit's guests.
- Provided the needed materials to guests.
- Collaborated and organized with Al-Bassam Schools to attend CPR workshop.

### VOLUNTEER

*Qafelah Alkhair, Dammam, Saudi Arabia / Jun 2016 - Aug 2016*

- Planned the association's event decor.
- Created and handcrafted the event's signs, banners and figures for each event's corners.

### VOLUNTEER

## REFERENCES

References available upon request

*Qafilah Alkair, Dammam, Saudi Arabia / Aug 2016*

- Provided assistance to children's guardians.
- Provided entertainment facilities, and proper care services for children visitors.
- Analyzed the visitors count of event's corner, which reached approximately 300 visitors per day.