

# HEDAYAH ALI SULAIL

## HUMAN RESOURCES (HR)

### ABOUT

I Great desire to work in private sector including companies and Establishments as this goes with my nature and ambitions.

Great desire to develop myself and this is within courses, practice and experience I will gain from working in private sector

To get a Leading job in a Leading Organization

am an experienced HR manager seeking a full-time position in the HR, where I can apply my knowledge and skills for continuous improvement.

### CONTACT

P: +966540447247

E: hdoosh201@gmail.com

Nationality: Saudi

Date of Birth: 27-12-1993

Sex: Female

Marital Status: Single

### SOCIAL

LinkedIn: <http://linkedin.com/in/hedayah-sulail-7743a217a>

### LANGUAGES SPOKEN

Arabic - Fluent Spoken and Writing

English - Good Spoken and Writing

### PERSONAL SKILLS

Excellent team member. Advanced Internet and email user.

Experienced user of Microsoft Office applications, MS Office, Excel, and Access.

Ability to Work under Pressure.

Flexible in Work assignments.

### WORK EXPERIENCE

1-HUMAN RESOURCES MANAGER, DEPARTMENT OF HUMAN RESOURCES AND PERSONNEL. SHARQ DRIVING SCHOOL, IMAM ABDURRAHMAN BIN FAISAL UNIVERSITY (23-NOV 2021, 20-FEB-2022).

2-HUMAN RESOURCES MANAGER, DEPARTMENT OF HUMAN RESOURCES AND PERSONNEL. ETLALATI CO.LTD COMPANY (1-NOV 2020, 1-Nov-2021).

3-HUMAN RESOURCES MANAGER, DEPARTMENT OF HUMAN RESOURCES AND PERSONNEL, EXCEL CARE MEDICAL SERVICES (14-JUL2020, 31-OCT2020)

4-HUMAN RESOURCES SPECIALIST, DEPARTMENT OF HUMAN RESOURCES AND PERSONNEL. ONE UNITED TRADING COMPANY (10-JUN2019, 13-JUL2020)

\*SAME ONER IN COMPANY ONE UNITED TRADING (3-4)

5-ADMIN ASSISTANT, DEPARTMENT OF ADMINISTRATION AND PERSONNEL AL THAWAQH FOOD COMPANY (18-FEB2018, 30-MAY2019)

### EDUCATION

2015 – 2017 ACADEMY OF HIGH LEARNING FOR LADIES TRAINING INSTITUTE CERTIFIED BY TECHNICAL AND

VOCATIONAL TRAINING CORPORATION. DIPLOMA HUMAN RESOURCES (HR) GPA 4.41

Training for 3 Months at the Employment Department at Procure Riaya Hospital

### TRAINING COURSES

Gosi Course at the General Organization for Social Insurance.

English course at the Canadian Language Center. I have courses in Dorooob for e-learning Creative Thinking Skills in the Work Environment.

Teamwork and communication - Teamwork skills Fundamentals of Management. IT in the workplace - mastered Microsoft programs

Self - Building Series - Teaching Skills and Continuous Development. Employability Skills.

Introduction to Strategic Planning for Human Resources Introduction to Human Resources Functions

Labor Education According to Saudi Labor