



Saudi  
 Dammam - harith ibn sharih  
 16-10-1991  
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**THANAA ALHAWAJ**  
 Personnel coordinator

## PROFILE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my skills for the growth of the organization as well as to enhance my knowledge about HR & administration fields

## EDUCATION

2009 → 2012  
**Institute of public administration**      Diploma Executive secretary

## WORK EXPERIENCE

11-2014 → 02-2015  
**AMICO Travel Agency**  
 Customer service - sales ticketing      Tourist booking officer

02-2015 → present  
**Almoaibed Trading Co.**  
 Personnel Coordinator

- payroll
- Medical and life insurance
- Gosi addition and deletion
- Assisting employees in arranging vacation, travel booking and re-entry visa
- E.O.S settlement
- Complete / accurate personnel records
- Filing

2012 → 2013  
**Aljomaih automotive**  
 Customer service - call center      Coordinated customers maintenance services; Conducted client assessments.

## PERSONAL SKILLS

- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Managing tasks and problem-solving skills
- ✓ Analysis and Decision-Making skills
- ✓ Networking, negotiating, and problem-solving skills
- ✓ Able to work on my initiative or as part of a team

## SOFTWARESKILLS

Microsoft excel      ■■■■□□  
 Microsoft Word      ■■■■□□  
 Microsoft Power Point      ■■■■□□

## LANGUAGES

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English



Arabic



## HOBBIES

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Reading



## TRAINING COURSES

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GOSI training 24th Feb 2021