

ZAHRAA ALSOWIKIT

FRESH GRADUATE – HUMAN RESOURCES MANAGEMENT

CONTACT

0561488765

zahary.2011@hotmail.com

<http://linkedin.com/in/zahraa-alsowikit-8698821a8>

OBJECTIVES

Seek a position that will place me in a forward-moving company with a strong performance to improve my skills and knowledge, to be more in-depth in my major, and support the Saudi Vision 2030.

SKILLS

COMPUTER SKILLS

List Correspondence ▪ Using Microsoft Office (Word – PowerPoint – Excel – FrontPage).

COMMUNICATION SKILLS

Listening – Written communication – Oral Communication.

ORGANIZATIONAL SKILLS

Team management – Decision making – Making schedules – Working under pressure.

LANGUAGE SKILLS

Arabic (Mother Tongue) – English Writing (Advanced) – English Speaking (Intermediate).

EXPERIENCE

Saudi Aramco Company

Jun2019 – Aug 2019

I joined Saudi Aramco for Summer Training (Internship) for ten weeks effective June 16, 2019, in the Power Systems Business Support Division, Planning & Programs Unit, and I completed my required hours for my internship by August 8, 2019.

HONORS/AWARDS

2 Letters of dean's list from PMU

2016 – 2017 / 2018 – 2019

Recommendation Letter from Saudi Aramco

Aug 2019

ACCOMPLISHMENTS

Courses (Look at my profile on my LinkedIn page)

ACTIVITIES

Volunteering – Organizing Events – Designing Pictures.

EDUCATION

8th High School

2011 - 2014

Done with high school education at natural sciences section.

➤ Prince Mohammed Bin Fahd

University

2014 - 2020

Bachelor's degree of Science in HRM with a cumulative GPA of 3.56 out of 4.00 and with honors.

REFERENCES

Available upon request.

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