

## Personal

**Address**  
Ar Rabwah ST  
31921 Safwa

**Phone number**  
0544251005

**Email**  
majaj55@gmail.com

## Languages

**English** ● ● ● ● ●

**Arabic** ● ● ● ● ●

## Work experience

**HR Training Unit** Nov 2019 - Jan 2020  
Saudi Aramco, Ras Tanura

Industrial cooperative training program at Saudi Aramco

## Education and Qualifications

**Diploma of Human Resources Management** Sep 2017 - Jan 2020  
Institute Of Public Administration, Dammam

GPA (4.30)

## Skills

**Communication Skills** ● ● ● ● ●

**Computer Skills** ● ● ● ● ●

**Learning Fast** ● ● ● ● ●

**Team Work** ● ● ● ● ●

**Organizing** ● ● ● ● ●

**Responsibility** ● ● ● ● ●

## References

References available on request.

## Courses

**Human Resources Specialist** Nov 2018 - Nov 2018  
26 Hours

**Introduction To Human Resources Function** Jan 2020 - Jan 2020  
4 Hours

**Human Resources Specialist** Mar 2021 - Mar 2021  
30 Hours

**Computer Basics** Jun 2021 - Jun 2021  
60 Hours

**Using The Computer In Office Work** Jun 2021 - Jul 2021  
20 Hours

**Human Resources Management** Jul 2021 - Jul 2021  
15 Hours

**Secretarial And Office Management** Jul 2021 - Jul 2021  
20 Hours

**Customers service** Jul 2021 - Jul 2021  
20 Hours

## Summary

I am competent and organized individual who is able to work as part of a team. I have a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. I possess superb communication skills. and always treat people with respect and according to their individual needs.