

# Reda Ahmed Y Alkuaibi

## Contact

**Address:**  
Eastern Province, Qatif, Ank, Al Jesh

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## Skills

- Time management
- Customer service
- Recruitment and selection
- Planning and organizing
- Interpersonal skills
- Data arrangement

## Computer skills



## Languages

Arabic  
██

English  
██████████████████████████████████████

References available upon request.

## Personal Profile

Fresh graduated, (with **Diploma Degree**), Specialist in **Human Resources Management**. Skilled in Human Resources Management functions including (analysis, planning, development, recruitment and selection, employee relations). I have a background in Human Resources Management and Administrative Specializations. I am looking to develop my skills and make my best efforts to help the development of the organization.

## Education

**2018 - 2020**  
Diploma Degree: **Human Resources Management, GPA (4.88)**, Institute of Public Administration, Eastern Province, DM.

**2014 - 2017**  
High school: **Scientific track, GPA (91.2)**, Eastern Province, Qatif, Um Alhammam.

## Cooperative Training Experience

**OCT-DEC 2020**  
**Human Resource Management**, Khushaim for Industrial Equipment Company, Eastern Province, DM.

✓ Main duties/responsibilities performed:

- Maintain employees' documents.
- Preparing warning letters to employees.
- Preparing introductory letters for banks.
- Adding new employees' IDs in ERP system.
- Arranging the face-to-face interview with recruitment manager and department manager.
- Processing HR reports (headcount, absenteeism, termination, etc.).

## Courses

**2018**  
Certificate in **English Language**, GPA (3.5), Institute of Public Administration, Eastern Province, DM.

**2020**  
Online course in **Human Resources Planning**, Institute of Public Administration, Ethrai.sa

**2020**  
Online course in **Recruitment and Selection**, Institute of Public Administration, Ethrai.sa

**2020**  
Online course in **Administrative Supervision**, Institute of Public Administration, Ethrai.sa

**2020**  
Online course in **Preparing the Trainers**, Institute of Public Administration, Ethrai.sa