

Mervet Alkawai

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- Nationality: Saudi
- DOB: January 1978

PROFESSIONAL PROFILE

Self-motivated and hungry mind for new things, keen to obtain new skills and accept new ideas which can be put into practice effectively. Career focused professional with over 10 years' experience majoring in psychology. Expert in human resource management, psychological assessment and diagnosis, written and verbal communication, reporting, interpersonal skills, risk assessments, conflict resolution and counselling. Ready to use my expertise and skills in a way that serves my organization with sheer commitment and determination in any professional field and obtain a challenging position that allows me to seek my vision and ambition.

EDUCATION

University of Bahrain, Bahrain
Master's degree in **Psychology**
GPA: 3.2/4.0

2013

King Saud University, Riyadh, Saudi Arabia
Bachelor's degree in **psychology/Consulting**
GPA: 3.5/5.0
Co-up (Six Months): Alwaleed school for special needs

2001

KEY SKILLS

Communication skills	Excellent research skills
Stakeholder Management	Problem-solving
Contract Administration	Sensitive listening and questioning skills
Providing support and advice to carers	Nonverbal signalling
Financial Management	Mentoring Individuals across the business
Critical thinking	Effective Communication & Reporting
Risk management	Expert athletic psychology

CAREER SUMMARY

Human Resource Manager | AL KAABI INDUSTRIES, STEEL PLANT

- Looking after local recruiting
- In-charge of new employee's contract administration.
- Responsible for all IQAMs renewals.
- Review and approved all employees' holidays.
- Manged all employees travelling tickets.
- Manged all manpower sub-contractors.
- Report all performance reports.

- Review and approve all requested overtime hours.
- Coordinate with international manpower offices.
- Manged main office and main camp invoices.

Volunteered/Part-time | Sanabis non-profit community centre 2011-Present

- Assisting female with physical abuse
- Assisting female with emotional abuse
- Rehab for Domestic violence victims
- Facilitating webinars on Bullying, stages of marriage from psychological prospective, Dealing with teenage girls and time management while lockdown awareness

Self-Employed | 2002-2010

- Opened in house my own little center to look after:
- Down syndrome (teach, help and assessment)
 - Autism examination (teach, help and assessment)
 - Dyslexia assessments (teach, help and assessment)
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MEMBERSHIP

- Member at female Tennis club
- Member at public relation female team for Tennis

objective

Aiming to spread awareness and educate people about the importance of sports and how it affects not only our physical health but also has an influence on our bodies mentally. As well as trying to help the people who are interested in tennis to reach their fitness goals, develop the skills it takes to possibly become a professional athlete and open opportunities among individuals who have potential and dedication towards Tennis.

athletic accomplishments

- member in the saudi national team for tennis
- ampire in the national team for tennis
- participating with my kids in all the tournaments national and international
- organize tennis programs for females and kids
- attend programs about fitness
- joined running team