

PERSONAL DATA

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COURSES

- » English Course – Level B1
From Training and Community Service at Imam
Abdulrahman Bin Faisal Universit
- » English Course – Level A1
From Al Khaleej Training and Education – Summer
Training for Human Resources Development Fund
"Hadaf
- » Training of Trainers Course – TOT
From Technical and Vocational Training Corporation
"TVTC

SKILLS

PROFESSIONAL

MC Office 
Leadership 
Photoshop 
Illustrator 
Teamwork 
Time Management 

PERSONAL

Reading 
Self-Confidence 
Problem Solving 
Positive Thinking 
Flexibility 
Honesty & Loyalty 

LANGUAGES

Arabic 
English 
German 
Korean 

REFERENCE

Dr. Nadia Abdelmegeed

Assistant Prof. of Business Administration
Department at College of Applied Studies
and Community Service.

Mobile Number: +966507196646

Email Address: nabeldelwahed@uod.edu.sa

HELLO! I AM,

Alaa AL Khalaf

Management is nothing more than motivating other people.

Full Name: Alaa Jaber Ali AL Khalaf

Date of Birth: 15 - 03 - 1993

22 - 09 - 1413

Gender: Female

Marital Status: Single

EXPERIENCE



Alhowail Company

Jan 2021 until Now

HR SPECIALIST

Working at Human Resources Department with
around 500 Employee.
Tasks (Files - Government Websites - HRD System -
Visas - Vacations - Recruitment etc.)

Alzahra Hospital

2017 - 2021

HR COORDINATOR & MARKETING

I was Secretary since 2017 until the beginning of
year 2018, then I transferred to HR as coordinator.
After that I worked as Marketing Leader since
April 2018 until now (Multi-Tasking).

IAU University

2015 - 2016

LEADER OF DESIGN COMMITTEE

A Leader for on of the universities' clubs,
wich is called "Basma Club". I was the main
designer for them, and also I took a part in
organizing the events.

EDUCATION



IAU University (UOD)

BACHELOR OF BA | 2014 - 2017

Major: Business Administration with First Honoray Degree
From: Imam Abdulrahman Bin Faisal University (University of Dammam)
College of Applied Studies and Community Service
Graduation Date: The 9th of July, 2017
Grade: 4.790 / 5.0

OBJECTIVES



Speak The Four Languages Fluently - I believe that those who speak more than
one language have a greater chance of succeeding in business.

The Professional Objective - Offer my skills to your company on the position of
a manager, and to grasp power to enhance my professional skill set in
accordance with organizational objectives.

ACHIEVEMENTS



Certificate of Excellence For The First Time - It was recieved in the year
1435/1436 H. Because I reached the excellence grade, my grade was 4.727 of 5.

Certificate of Excellence For The Second Time - It was recieved in the year
1436/1437 H. Because I reached the excellence grade, my grade was 4.730 of 5.