

# KHAWLA YOUSEF

## TRAINING :

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May 2021–July 2021  
Internship• HR Graduate  
Trainee • MARSH  
Assigned Tasks:  
Helping in recruitment process  
(defining job position  
requirement, searching for  
candidates, organizing  
interviews and selection)  
Helping in preparing training  
programs for new joiners  
Trained on how annual  
employee performance  
evaluation works  
Familiarized on what and how  
HR policies works

## EDUCATION :

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New graduate from  
King Faisal University  
( Community College ), Eastern  
Region-ABQAIQ  
Human Resources Management  
(2019-2021)  
GPA ( 4.66 )

## CONTACT :

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Eastern Region  
AlKhobar



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## COURSE :

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Human resource management - droop  
Markting in the non-profit sector -  
droop  
English conversation skills - droop  
Course writing english - droop  
A conference together for reliable data -ethrai  
Change management and strategic leadership - ethrai  
Questionnaire design - KFU  
Infographic design - KFU

## SKILLS :

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- Office administration
- Mentoring
- MS Office
- Solution Oriented
- Hard worker
- Work under pressure
- Leadership

## OTHER INFORMATION :

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English speaks , Reads , Writes .