



# Zainab Alkharrari

## Human Resources Management

I am an eager and motivated individual with a strong academic background and rate of professional experiences in the business and recruitment. My attention to deal and analytical skills can be greatly utilized in a team setting and I hope to further develop these as I embark on a career within the field of HR.

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📍 Qatif, Saudi Arabia

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## EDUCATION

### BS of Human Resources Management

Al Asala Colleges

12/2017 - 03/2022

Dammam city, 3.82 out of 4

### English as a Second Language

Cleveland State University

05/1015 - 12/2015

Cleveland, Ohio

## WORK EXPERIENCE

### University Internship Program

Saudi Aramco Company

01/2020 - 06/2020

Dhahran city

*Achievements/Tasks*

- Reorganized the Share Drive structure
- Team leader of Women in Business Program
- Research & Develop Buddy Mentoring System

*Contact: Mr. Ja'afar Momodu, Head Straregy & Measure Group - 0542034756*

### Customer Service

Smart Link Company

01/2017 - 11/2017

Dammam, Saudi Arabia

## VOLUNTEER

Maximus Gulf (09/2021)

- 9 hours of organizing a job fair event with Maximus Gulf

Misk Foundation (04/2020)

- Creative Idea Challenge

Saudi Commission for Health Specialties (04/2020)

- Training Program (community health volunteering)

240 Hour Internship at Talent Kraft Company (09/2020)

- Main projects: Business development in the Middle-east / Market research/ entry Project & Market research and Entry Project

Falak Hub (11/2020)

## SKILLS

Proficient in working on Microsoft software

Fierce Competitiveness

Network Skills

Negotiating Skills

Strong Intuition

Team playing capabilities

Analytical Mind

## CERTIFICATES

Certificate of Appreciation from Diversity & Inclusion Division of Aramco (06/2021)

Developing Employees (05/2021)

Harvard ManageMentor

Hiring (05/2021)

Harvard ManageMentor

Introduction to Human Resources Functions (03/2020)

Doroob

Presentation Skills (03/2020)

Doroob

Problem Solving Skills (03/2020)

Doroob

Mixed Work Environment Ethicks (03/2020)

Doroob

Future Path Program for Readiness Essentials (04/2020)

Misk Foundation

Professional Etiquette (04/2020)

Edrak

## LANGUAGES

- Arabic

*Native or Bilingual Proficiency*

- English.

*Full Professional Proficiency*