

# RAZAN NASIR ALMAJID

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## Summary

Working to understand and achieve what the business needs in the Human Resources field with the capability to communicate and research as a teamwork to solve the challenges that occur to the Human Resources. Aspiring to join in a reliable organizational that have an interest in the Human Resources where I would be able to develop both my career goals and my skills to contribute in the success of the organization.

## Skill Highlights

- Communication skills
- Teamwork
- problem solver
- time management
- Critical thinking
- Computer skills
- Work under pressure
- Negotiation skills

## Experience

**HR coordinator** – January 2021 to April 2021

**Landmark Arabia**, Saudi Arabia

- Cooperate with human resource employ to recruit and interview the candidates.
- Develop a project that will make it easy to apply to the job easily.
- Complete a detailed awareness journal about how to log in sehaty to apply to take the covid-19 vaccine.
- Checking with employee sick leaves and accept or reject them.

**Logistic Coordinator** – June 2021 to present.

**Landmark Arabia**, Saudi Arabia

- Data entry for creating and editing new or old bill of lading “BL” in the logistic system.
- Searching for the documents that came from the courier team
- Sending mails to the concept team to look for either the original bill of lading “OBL” or bill of lading that are missing in the document.
- Print the saber certificate
- Track and trace the shipment for the arrival date

## Education

Bachelor of business: **human resource** - 2021

**Alasala University**, SA

## Certification

- Public relationship October 2021
- Human resource management oct 2021
- Development of managerial skills for jobs April 2021
- Secretary and administrative assistant skills September 2021
- Human resource management October 2021
- Basic skills in information technology applications June 2021

# Languages

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- Arabic
  - English
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