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OBJECTIVE:

I'm aspiring to acquire an opportunity in which I can apply my skills, abilities and educational background in the field of human Resources Management.

EDUCATION:

2012 – 2018 **Prince Mohammad Bin Fahd University (PMU)**
Bachelor of Human Resource management with GPA 3. 28 out of 4

WORK EXPERINCE :

FAFA Adhesive labeling (2 Jul- 24 Aug, 2017) as HR Trainee – internship

Responsibilities and Duties:

- Fill and explain the job contract to the new employees.
- Prepare letters and documents to ANB.
- Update employees information on Elm program.
- Add\ Drop employees from GOSI.
- Downgrade and upgrade employees from the medical insurance.
- Issuing ID cards to the new employees.

HONORS\ REWARD:

Certificate of Attendance at the Saudi Aramco Female University Seminar (2016).

Certificate of Attendance at the Saudi Aramco Female University Seminar (2017, March)

RELEVNT COURSE WORK:

Human Resource Management.

Training and Development

Human Resource Planning.

Recruit, Placement & staffing.

Strategic HR management.

Compensation & Benefit.

SKILLS AND\ OR ACHEVMENTS :

A. Communication skills:

- Public Speaking.
- Bilingual : English\ Arabic.
- Writing reports.
- Negotiation skills.

B. Technology skills :

- Microsoft office (word, power point, Excel , publisher).
- Doing E portfolio via Dreamweaver.

C. Team work :

- Collaborator.
- Open minded.
- Able to work with other.
- Work under pressure effectively.

References:

- Available in the request.