

Buthina Abdulaziz AlNasser

📍 AlAhsa, Saudi Arabia

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PROFESSIONAL SUMMARY

Hardworking and flexible fresh graduate certified as an Associate Professional in Human Resources - International™. Looking forward to be part of a company that enables me to help in improving it and do my best by applying my qualifications, skills and knowledge in the human resources management field, working together to achieve the goals and go for organizational development. Able to adapt in all work environments with good communication skills.

SKILLS

Strong written & verbal communication skills.

HRIS (Oracle).

Microsoft Office.

Able to perform governmental HR tasks using MUQEEM.

Working well individually & with teams.

Attention to details & fast learner.

Able to work under pressure.

TESTS

aPHRI, Associate Professional in Human Resources - International™ Score: Pass.

Cognitive Ability Test, Score: 87 out of 100

STEP Test, Score: 82 out of 100

INTERESTS

Team leadership, Training and all HR tasks.

AWARDS

Recommendation Letter., Mr. Walid AlKathir.
Director, Human Resources Department, King Abdulaziz Hospital, MNGHA.
12/2018

EDUCATION

School of Business, King Faisal University, Bachelor degree in Human Resources Management.

2015 – 2019 | AlAhsa, Saudi Arabia.

PY Deanship, King Faisal University, Preparatory Year (English Language).

2014 – 2015 | AlAhsa, Saudi Arabia.

EXPERIENCE

King Abdulaziz Hospital for National Guard, CO-OP Trainee

2018 – 2019 | AlAhsa, Saudi Arabia

- Issued End of Service and identification certificates.
- Worked on vacations and sick leaves via Oracle.
- Worked on employees rewards and benefits.
- Trained other trainees on some tasks.
- Entered new employees information into Oracle.
- Sat on HR Help Desk in order to meet and respond to employees inquiries & needs.
- Issued employees badges through MNGHA ID system.
- Worked on some of the Government relation tasks through MUQEEM.

LANGUAGES

Arabic (mother tongue) ● ● ● ● ●

English (good command of speaking, writing and reading) ● ● ● ● ●

ACTIVITIES

Member of HR Club., Human Resources Club, King Faisal University.

2016 – 2017

Event Organizer., " Craft Yourself " event.
Human Resources Club, King Faisal University.

12/2016