

# Anas Khalid Alamri

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 Riyadh, Saudi Arabia

## OBJECTIVE

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Dedicated Psychology graduate with a strong foundation in human behavior, organizational dynamics, and basic HR principles. Seeking to leverage analytical skills and knowledge of Saudi labor laws to contribute effectively to HR functions, talent management, and employee development. Committed to fostering a productive and positive workplace through evidence-based strategies and continuous learning.

## EDUCATION

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- **Imam Muhammad bin Saud Islamic University, Riyadh**

Bachelor's Degree in Psychology

GPA: 4.29/5 | Nov 2023.

### Tasks:

- Conduct employee interviews and assist in recruitment processes aligned with organizational needs.
- Support performance evaluation and feedback systems to enhance employee productivity.
- Assist in developing and implementing employee training and development programs.
- Ensure compliance with Saudi labor laws in HR policies and procedures.
- Analyze workplace behavior to improve organizational culture and employee satisfaction.
- Maintain employee records and prepare HR reports to aid decision-making.

## SKILLS

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|-----------------------------------------------------------------------|------------------------------------------------------|
| ○ Proficiency in Microsoft Office programs (Excel, Word, PowerPoint). | ○ Analysis and problem-solving.                      |
| ○ Strong analytical and observational skills.                         | ○ Effective communication & interpersonal abilities. |
| ○ Psychological measurement and measurement applications.             | ○ Time management.                                   |
| ○ Psychological status and study.                                     | ○ Teamwork & work under pressure.                    |
| ○ Basic knowledge of Human Resources and organizational behavior.     | ○ Adaptability and flexibility.                      |
| ○ Research design, data collection, and interpretation.               | ○ Commitment and responsibility.                     |

## COURSES

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- Human Resources Management.
- Saudi Labor Law.
- Administrative Assistant Skills.
- New Saudi Labor Law.

## LANGUAGES

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- Arabic – English.