

RAZAN KHALID ALTHANY

HUMAN RESOURCES MANAGEMENT

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I specialize in Human Resource Management with experience in recruitment, employee relations, and performance management. I am passionate about creating positive work environments and helping organizations optimize their workforce. Additionally, I am skilled in conducting SWOT analysis, using the RACI matrix for role clarification, and applying the 4M model for process improvement.

EDUCATION

Bachelor of Human Resources Management

2021 -2024

GPA 3.47 / 4 Second class honors

Alasala University

EXPERIENCE

COOP Training | Saudi Aramco 1 Sep – 19 Dec 2024

- Power Systems HR Business Department .
- Information Technology Engineering Department .

Volunteering and Activities (2022–2024)

- Public Relations Leader & Recruitment Officer, Investment Club, Alasala University (2023–2024)
- Volunteer, Graduation Ceremony Organization and Management, Alasala University (2023)

COURSES

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- Microsoft Power BI
 - Career Management
 - Developing Employees
 - Ethics at Work
 - Project Management
 - Strategy Planning and Execution
 - Business Case Development

SKILLS

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- Commitment to Quality and Continuous Improvement
 - Communication
 - Performance Management
 - Organizational Culture Development
 - Microsoft Office
 - Leadership and Organization
 - Time Management
 - Teamwork
 - Commitment to Professional Development

LANGUAGES

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- Arabic
 - English