

WAFAL ALI

HUMAN RESOURCE MANAGEMENT

CONTACT

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PROFESSIONAL SUMMARY

I hold a diploma in Human Resources and am ready to begin my professional career in this field. Although I do not have extensive practical experience, I possess fundamental knowledge of recruitment, training, compensation management, labor laws, and employee relations. I am excited to apply my knowledge in real-world situations and contribute to the smooth functioning of the HR department in the organization.

EDUCATION

Academy of learning | 2022-2024

Diploma in human resource

◦ GPA: 4.74

WORK EXPERIENCE

coop-training | 18Sep -18Nov

Albir society in the eastern region.

- **Archive:**

- The employees' files were classified according to job titles, and all the files were paper-based. The files were stored in a secure environment to protect them from damage and loss, and to preserve the employees' privacy. I worked on updating the employees' files.

- **risings salary:**

- I raised the employees' payroll to the HR manager by collecting all the data related to the employees, such as deductions and bonuses. It was done using Excel software. After verifying all the data, it is sent via email.

CERTIFICATION

- Microsoft office excel
- Effective communication with customer
- modern practice in te field of Hr
- Basic in human resource management
- strategic planning for small and medium sized companies
- strategic human resource and development

SKILLS

- Problem solving
- payroll
- Relationship
- Employee engagment
- Ms , Excel , Word
- Strategic planning
- Communcation