

DANA BASAQAR

Graduate Student

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Summary

Motivated Human Resources student specializing in recruitment, employee relations, and HR data management. Seeking a cooperative training opportunity to apply academic knowledge, gain hands-on experience, and contribute to HR initiatives that support organizational growth

Key Achievements

HR Systems Exposure

Gained hands-on experience with HR data entry

Supported Recruitment Process:

Assisted in screening CVs and scheduling candidate

Experience

Apparel Group

Saleswoman

Khobar - Saudi Arabia

08/2018 - 05/2019

- Developed communication and teamwork skills through customer service and mentoring junior staff.
- Mentored and supported new team members, improving their adaptation and performance

Education

Alasala Colleges

BBA - Human Resources Management

Location

12/2025

- BBA - Human Resources Management | Expected in 30 dec

Languages

English Advanced ●●●●●

Arabic Native ●●●●●

Skills

Communication & Interpersonal Skills

Adaptability & Flexibility

Leadership & Teamwork

Recruitment & Selection

HR data entry

Employee Onboarding