

Reham Al-Qubaili

Human Resources Management

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Location: Al Khobar

Objectives

I graduated from Jubail Industrial College with a degree in **Human Resources Management**. I have beginner-level experience in **HR**, including **recruitment, employee data management**, and training during my internship. I also have **one year of experience in customer service**.

Education

- **BACHELOR IN HUMAN RESOURCES MANAGEMENT (2025)**

Jubail industrial college, Jubail industrial city

Experiences

- **Co-op Training (January 2025 – May 2025)**

Dar Al- handasah

I worked in the administration department, specifically **Human Resources**. I learned and worked in multiple human resource departments, especially in **personal interviews and preparing employment contracts. Employee data analysis, creating databases, reports, and dashboards using Excel.**

- **Call Center (March 2022 – November 2022)**

Cham Dental Clinic

I worked on resolving patients' problems, booking appointments, and rescheduling doctors' schedules.

- **Sales Representative (May 2019 - September 2019)**

Alhokaire Company

Promote and sell products and services by contacting customers and understanding their needs.

Courses

- Essentials of SAP HCM (Human Capital Management)
- Microsoft Excel.
- Labor education according to Saudi labor law.
- Sustainability Training .
- الهوية المهنية وتسويق الذات
- Learning and Development.
- Fundamental Payroll certification (FPC).
 - مبادئ الذكاء الاصطناعي
- Project quality management.