

MROOJ SALAT

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SUMMARY

A fresh graduate in Human resource, my goal is to join a professional work environment that enables me to develop both my practical and educational skills and contribute to the advancement of the organization I will be working for. Together, we can achieve our shared objectives.

EXPERIENCE

Internship Experience

HR Intern – Qatif Municipality

(March 12, 2023)

- Assisted in organizing employee files and tracking attendance.
- Supported daily HR administrative tasks and observed recruitment procedures.

(June 23, 2024)

HR Intern – Prince Mohammed bin Fahd Hospital, Qatif

- Participated in CV screening and scheduling interviews.
 - Helped update employee records and archive HR documents.
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EDUCATION

Human Resources

Intermediate diploma: human resource management

Imam Abdulrahman Bin Faisal University

SKILLS

-Microsoft Office -Time Management. -Teamwork -Negotiating

LANGUAGES

-Arabic. -English