

RAND ALGHAMDI

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PROFILE

Recent Information Science graduate from Imam Abdulrahman bin Faisal University. I have strong communication, teamwork, and problem-solving skills. I've completed courses in Human Resources and Microsoft Excel. I'm eager to learn, grow, and contribute to the success of the company.

EDUCATION

Imam Abdulrahman bin Faisal University | Dammam
Bachelor's degree. Information science 2025

EXPERIENCE

Alshaya Group | Recruiter- internship Dammam

- Post job openings on websites and social media.
- Review and screen job applications
- Work with managers to understand hiring needs
- Organize candidate documents

Ministry of human resource | Administrative Assistant | internship Dammam

- Assist with data entry and filing
- Keep information confidential
- Support team with daily administrative work

lthra | Administrative Assistant | internship Dhahran

- Enter and update data
- Support the team with daily tasks

Dammam public library | Data entry - internship Dammam

- Organize and file digital or paper records
- Verify data from source documents
- Keep files and records updated

COURSES

Human resources 2024
Microsoft Excel 2024

SKILLS

-Communication Skills. -Teamwork. -Microsoft Office. -Problem-Solving. -Fast learner.