

KHOLOUD KHALID MOUJI

HUMAN RESOURCES MANAGEMENT

CONTACT

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- Dammam

JOB GOAL

A graduate of a diploma in human resources management, and I am currently seeking to join a team that contributes to achieving the organization's goals through Applying the best practices of human resources, during my studies, I gained extensive knowledge in the fields of recruitment, performance management, and development Employees, in addition to developing communication and problem-solving skills. I seek to join an organization that enhances my skills and allows I have the opportunity to contribute to improving the work environment and support individuals to achieve their maximum potential

EDUCATION

- APPLIED COLLEGE IN QATIF |
IMAM ABDULRAHMAN BIN
FAISAL UNIVERSITY
- JAN2025
- DIPLOMA IN HUMAN
RESOURCES MANAGEMENT
WITH SECOND HONOURS 4.42

WORK EXPERIENCE

Cooperative Training | Downtown Dammam Municipality 3 MONTHS

- Dealing with reviewers
- Preparing lists Follow up the attendance and departure of employees
- Directing official letters to governmental / non-governmental entities
- Scheduling reports and violations
- Creating a statement of daily visits to observers during field tours

Cooperative Training | Al-Bar Association in the Eastern Province 3 months

- Archive files
- Archiving employee pledges
- Entering outgoing transactions, contained in the Association's Laws
- Communicate with associations, send transactions via email
- Customer Service
- Communication with reviewers

SKILLS

- Microsoft software
- Effective Communication
- Time Managementb
- Leadership
- Accuracy and discipline in accomplishing tasks
- Archive and organise files

TRAINING COURSES

- Editing of official letters and presentations
- Meeting Effective Communication Skills
- Fundamentals of secretarial and human resources

LANGUAGES

- Arabic
- English