

Farah Abdulaziz Bubshait

Talented graduate with a Bachelor's Degree in Human Resources Management from Prince Mohammad bin Fahad University, I am eager to apply my academic knowledge and passion for human resources in a professional setting. My recent experience as a Human Resource Assistant Trainee at Saudi Consolidated Engineering Company (Khatib & Alami) has provided me with a strong foundation in HR practices, including recruitment, employee relations, and administrative support. I am committed to contributing to organizational success through effective HR management and am excited to continue my career in a dynamic and challenging environment.

WORK EXPERIENCE

Human Resource Assistant - Trainee program Saudi Consolidated Engineering Company (Khatib & Alami)

06/2023 - 08/2023

Achievements/Tasks

- Assist the HR team in sourcing candidates, reviewing resumes, and coordinating interviews
- Organized and updated employee files, ensuring all records were accurate and compliant with company policies and regulatory requirements.
- preparing necessary documentation, conducting orientation sessions, and ensuring a welcoming experience.
- Assist with various HR administrative duties such as preparing reports, managing HR correspondence, and maintaining confidential files.
- Helped in tracking employee performance and preparing documentation for performance reviews, contributing to the overall performance management process.d events to foster a positive work environment.
- Responded to employee inquiries regarding HR policies, benefits, and procedures
- Worked on HR projects and initiatives, contributing ideas and supporting implementation.

EDUCATION

Bachelor's Degree of Human Resources Management Prince Mohammad bin Fahad University

2024

Dammam, Saudi Arabia

Secodary School Al-Hussan International Schools

2018

Dammam, Saudi Arabia

PROFESSIONAL COURSE

certificate of HR course

SKILLS

Interpersonal Skills

Attention to Detail

Problem-Solving

MS Office

HR Administrative

Communication Skills

Time Management

Confidentiality

Data Entry

Organizational Skills



Farah.bub2000@gmail.com



966 583589992



Saudi Arabia , Dammam



LANGUAGES

Arabic
Native

English
Professional Working Proficiency