

Meshari Hassan Al-Ghazwani

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Saudi Arabia

I am a recent graduate in Human Resources Technology, with excellent academic performance and extensive training in HR systems, data analytics, and digital tools. I completed a co-op internship in a government human resources department, where I gained practical experience in administrative support and employee data management. I am looking forward to starting a career that will allow me to apply my knowledge, grow within a team, and contribute to effective HR operations.

Education

Diploma, Human Resources Technology at (TVTC), Khamis Mushayt

November 2021 - November 2023

Grade: 4.77 out of 5

Diploma in Human Resources Technology, 2023, GPA 4.77/5 Specialized training in Human Resources Information Systems (MRIS), talent acquisition, and employee engagement Nationality: Saudi Proficiency in HR analytics, data-driven decision making, and digital HR solutions Visa status: Citizen Strong understanding of HR policies, compliance, and organizational development Marital status: ... Advanced skills in recruitment strategies, onboarding, and performance management Focus on innovative HR technologies and best practices Courses Achieved top academic honors in HR technology courses and demonstrated excellence

Internships

Cooperative training, HR Specialist at Ministry of Justice, Khamis Mushayt

May 2023 - November 2023

- Completed a practical training program covering administrative processes, data management, and HR systems. Applied data analysis tools in an HR environment. Developed soft and professional skills through self-learning and teamwork. Proficient in preparing employee files, documenting procedures, and supporting work teams.

Skills

MICROSOFT OFFICE (EXCEL, WORD, POWERPOINT)

HRIS (HUMAN RESOURCES INFORMATION SYSTEMS)

TEAMWORK AND LEADERSHIP

PROJECT COORDINATION

TIME MANAGEMENT

PROBLEM SOLVING

COMMUNICATION

DATA ANALYSIS

ADAPTABILITY

Courses

INTENSIVE ENGLISH PROGRAM TECHNICAL AND VOCATIONAL TRAINING CORPORATION (TVTC) MAR 2024- AUG 2024

Microsoft Software Usage Course

WORD PROCESSING PROGRAM

HUMAN RESOURCES BASICS

LEARN COMPUTER BASICS

OUTLOOK PROGRAM

Languages

English - Proficient

Arabic - Native