

Qualifications & Training Courses :

- ❖ **General Secondary (Science Section)**
- ❖ **Diploma in Human Resources Management**
- ❖ **Professional Master of Business Administration in Miniature, and includes :**
 - ✓ Financial management
 - ✓ Human Resources Management
 - ✓ Project Management (PMP)
 - ✓ Public Relations and Marketing
 - ✓ Advanced Management and Leadership
 - ✓ Strategic Planning

- ❖ **A training course in English**

Al Ezdihar of Languages Institute in Seihat - The first level and the second - From the date 26/02/2011 to date 01/06/2011

- ❖ **Course work in an office applications**

Al Ezdihar of the computer Institute in Qatif - From the date 05/10/1436 to date 06/05/1436

- ❖ **Practitioner course adopted in Coaching**

US Productivity Institute - The Saudi Ministry of Education 21/JUN/2015

- ❖ **Training of Trainers Course (TOT)**

Global Academy for Training and Development - UK - The Saudi Ministry of Education 27/JUN/2015

Practical Experiences :

- ❖ **Sons Suleiman Hamad Al - Saif for Land Transport - From the date of 09.01.2013 to date 12.13.2014 in the Following functions :**
 - ✓ Data entry
 - ✓ Human Resources Coordinator
 - ✓ Assistant Human Resources Manager Administration
 - ✓ Human Resources Officer
 - Obtaining a certificate of thanks and appreciation distinction of direct managers and approved by the executive management.
- ❖ **Abdullah Sulaihem Al-Hajri Transportation - from the date of 01.01.2015 to the current time in the following functions :**
 - ✓ Personnel & Human Resources Department Manager

Skills :

- ❖ **Design work on the programs :**
 - ✓ Photoshop Image design, photo editing, design logos Professional skill
 - ✓ EDRAW MAX Functional and organizational structures and coordinating design Professional skill
- ❖ **Work on Microsoft Office program , namely :**
 - ✓ Word Professional skill
 - ✓ Excel Professional skill
 - ✓ Power Point Professional skill
 - ✓ Access Skillfully medium

❖ **Work on the following websites :**

✓	Ministry of Labor Website	Professional skill in	Follow-up rate of Saudization, change the Job Title in the residence, transfer of sponsorship, judicial review of the transaction and resolution, full knowledge of employers and workers and office staff explained the need for it in the event of system. And other citizens and residents
✓	Gosi Website	Professional skill in	Add a joint Saudi and non-Saudi, ending the Saudi and non-Saudi participation, registered staff reports, issuing certificates from the institution Website of the facility and the employee, adjusted salaries per year for all employees, adjusted Job Titles and professions, recording Gulf.
✓	HRDF Website	Professional skill in	Preparation Summer Training Program, set up training programs related to recruitment, preparation reward resettlement programs, preparation reward additional resettlement programs, issuing monthly invoices, review and send it, prepare attendance staff backed at the facility, drafting speeches related to the Human Resources Development Fund, recording Gulf.
✓	Tamm Website	Professional skill in	All transactions car company from issuing authorizations and knowledge of irregularities and others in the General Directorate of Traffic.
✓	Muqem Website	Skillfully medium in	All transactions registered residents in the account established with the General Directorate of Passports.

