

MOUDHY ALJUTAILY

BUSINESS ADMINISTRATION

"I am looking forward to working as an HR specialist in a reputable company, where I can apply my knowledge and experience in the field of recruitment, performance management and employee development. My goals include improving internal processes and enhancing employee satisfaction."

EDUCATION

KING FAISAL UNIVERSITY

Bachelor's Degree in Business Administration - Management

2014/2015 - 2018/ 2019

SKILLS

- Excellent customer service
- Multitasking
- Advanced Computer Skills
- product knowledge Time Management
- Creative Problem Solving Skills

EXPERIENCE

E-COMMERCE OFFICER

Sanad Children's Cancer support Association November 2024— Until now.

HUMAN RESOURCES SPECIALIST

Fashion Gathering Company August2024— DECEMBER2024

HUMAN RESOURCES SPECIALIST

Moaath Ahmed Baddah Al-Bedah Company November2023— Until now

- Recruitment and hiring
- Training and development
- Performance management
- Payroll Administration
- Human resources planning
- Recruitment of staff

Organizes recruitment and selection processes and prepares employment contracts

EXHIBITION COORDINATOR

Sanad Children's Cancer support Association July2024— OCTOBER2024

ECOMMERCE SPECIALIST

Sanad Children's Cancer support Association August2024— October2024

SALES ASSOCIATE

H. M. Al Rugaib & Sons Trading Co October 2020— January2023

- Customer care service .
- Answering customer questions related to merchandise and store policies.
- Recommending products or services based on customer needs.
- processing customer payments and refunds.
- Managing and resolving customer complaints.

SALES ASSOCIATE

Kooheji Store Co October 2018— October 2020

- Customer care service.
- Answer customer questions and assist with requests.
- Drive sales with product knowledge.
- processing customer payments and refunds.
- Managing and resolving customer complaints.

RECEPTIONIST

Central Care Medical September 2017—October 2018

- Greeting office visitors and managing patient intake.
- Answering and routing incoming calls
- Scheduling appointments for patients
- filing medical records and performing other administrative duties as required

COURSES

- advanced excel— Edraak
- Human resource management training programme— Monshaat
- AutoCAD2021 course— M3aarf
- The Foundations of Human Resources Management — Dorroob
- The use of artificial intelligence in humanresource management2023-11-23 — Dorroob

CONTACT

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