

NOUR AHMED BOZAID

HUMAN RESOURCES DAMMAM

Email: noorahmadd851@gmail.com Mobile: 0532605682

OBJECTIVE

I am a passionate and ambitious human resource specialist looking for a role that fills my passion, creativity and challenges that will allow me to expand my knowledge and personal skills as well as my scientific skills. My goal is to use what I have learned to promote a strong society and to achieve great goals. I am ready to share my practical experiences in this field.

EDUCATION

Diploma in Human Resources

Aug 2021 – Aug 2024

Imam Abdulrahman Bin Faisal University

WORK EXPERIENCE

HR Trainee (Summer)

Sep 2024 – Dec 2024

Chubb Arabia Cooperative Insurance Company

HR Trainee (COOP)

Jun 2024 – Aug 2024

Chubb Arabia Cooperative Insurance Company

- Assisted in handling government platforms such as Qiwa, Muqem, Gosi, and Asharqia Chamber.
- Supported employee file management and record organization.
- Participated in onboarding and interview processes.
- Contributed to intern management and training coordination.
- Worked on business trips coordination, payroll, and attendance tracking.

COURSES

- Information security
- English for Travel and Tourism - Skill Track
- Labour Market Course
- Professional identity And self-marketing
- 3 Excel Courses
- 2 Job interview skills courses

SKILLS

- Leadership.
- Computer skills.
- Communication skills.
- Time management.
- Influence and persuasion.
- Problem solving.
- Creativity

SOFTWARE

- Excel
- Access
- Outlook
- Word
- Powerpoint

LANGUAGES

- Arabic (native speaker)
- English (professional working proficiency)