

Shahad Alqahtani

Human resource

✉ Alqahtanishahad79@gmail.com ☎ 0567856054 📍 Khobar

📄 Background

Ambitious HR Graduate with valuable internship experience in operations and employee relations. Eager to apply my skills to support team objectives and foster professional growth.

🎓 EDUCATION

Diploma in Human Resources <i>College of Academy of learning - khobar</i>	09/2022 – 02/2025 khobar
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🧠 SKILL

- Communication
- Time management
- MS Office (Excel & Word)
- Teamwork & Collaboration
- Interpersonal skills
- Leadership
- Problem solving

📄 Certificates

The Foundations of Human Resources Management
(HADAF)

Introduction to Strategic Planning for Human Resources
(HADAF)

🌐 Languages

Arabic

English

👜 Professional Experience

HR Officer (Trainee) <i>Alhajri Overseas Company</i>	08/2024 – 11/2024 Alkhobar
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- Proficient in utilizing Saudi government platforms, including Absher Tamm, Muqem, Qiwa, and GOSI, with a solid background in managing their various services.