

Wojood Khalid Aldhaim

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Profile

A motivated and organized individual with diverse experience in areas such as recruitment, communications, data management, and event coordination. Possesses strong communication skills, a collaborative spirit, and a commitment to enhancing the work environment and contributing to organizational goals.

Education

Bachelor of Public Relations – Advertising and Marketing Communications

Imam Muhammad Ibn Saud Islamic University, 2023

Professional Experience

HR Specialist Intern – STC Contact Center

January 2024 – July 2024

- Entered employee data using Oracle HR system.
- Conducted initial job interviews.
- Prepared and reviewed employment contracts.
- Supported recruitment and onboarding processes.

Intern – Saudi Universities Sports Federation

August 2023 – November 2023

- Assisted in planning and organizing events.
- Developed new work procedures to boost efficiency.
- Created internal and external communication content.
- Contributed to strategic planning efforts.

Graphic Designer – ProgRess Company

February 2022 – August 2022

- Designed creative content for promotional campaigns.

- Supported social media strategy and account growth.

Skills

- Oracle HR system proficiency
- Employee relations and recruitment
- Interviewing and contract preparation
- Strategic planning and event coordination
- Microsoft Office Suite
- Interpersonal communication and teamwork

Languages

- Arabic
- English