

Rema Ahmed Al-Nughimshi

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Objective

A motivated and flexible Human Resources graduate with strong communication, problem-solving, and multitasking skills. Quick learner with the ability to adapt and work effectively under pressure. Seeking to join a professional work environment where I can contribute to organizational goals while developing my skills and gaining valuable experience.

Education

Princess Nourah Bint Abdulrahman University – Diploma in Human Resources (2021)
GPA: 4.6 / 5

Professional Experience

Sales & Marketing Representative – Ismail Jumaan Al-Harami Trading Est.

Dec 2021 – Jun 2024

- Engaged with potential clients to assess needs and promote products and services.
- Coordinated sales operations with marketing programs to achieve and increase sales targets.
- Built and maintained positive business relationships to ensure future sales.
- Delivered professional and courteous customer service at all times.
- Responded promptly to customer inquiries through various communication channels.

HR Intern – Al-Jarir Computer & Communications Co.

Feb 2021 – Apr 2021

- Assisted in recruitment activities including scheduling interviews and screening candidates.
- Conducted initial assessments to shortlist candidates based on set criteria.
- Supported HR daily operations including employee records, job descriptions, and employment letters.

Certificates & Courses

- Effective Communication with Clients – 2022
- Advanced Excel Course
- Human Resources Management Course
- Customer Service Course
- PMP – Project Management Professional

Skills

- Communication & Interpersonal Skills
- Problem-Solving & Critical Thinking
- Planning & Organization
- Teamwork & Leadership
- Time & Priority Management
- Ability to Work Under Pressure

Languages

- Arabic (Native)
- English (Proficient)

Technical Skills

- Microsoft Office (Word, Excel, PowerPoint)
- HR Systems (SAP, Oracle HR)
- Google Workspace (Docs, Sheets, Slides)
- Professional Email (Outlook, Gmail)
- HRMS / HRIS