

LAMA MAJDI

Jeddah | 966+502808747 | lama.majdi0@gmail.com

Objective

A recent HR graduate who is excited to join the job market and apply the knowledge and skills he acquired during his studies. He has a deep understanding of HR management principles and the ability to analyze data and make strategic decisions to improve employee performance and achieve the organization’s goals. He seeks continuous professional development and contributes to the success of the team and the organization

Experience

did cooperative training at the Ministry of Education and gained theoretical and professional experience in the Human Resources Department, including:

- Collecting and updating employee data such as salaries, vacations, number of working hours, and bank accounts
- Answering employees’ inquiries about remaining annual leave
- Organizing job applications and entering them into the database

Education

University 2021- 2024

- Jeddah university College of business at Jeddah
- Majoring in human resource management (Bachelor of business)
- Graduated with second class honors. GPA (4.65 / 5)

Skills & abilities

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| • SOFT SKILLS : | TECHNICAL SKILLS: |
| • Management | Excel |
| • Problem solving | Word |
| • Communication | Power BI |
| • Leadership | Power Point |

AWARDS & CERTIFICATIONS

- Course Data Analysis and Visualization Foundations
- Certificate of appreciation from the Ministry of Education during the cooperative training period
- Volunteer certificate (Legal Forum) at the University of Jeddah

Languages

- Arabic
- English