

NOUF ALROWEES.

TALENT ACQUISITION -TRAINER.



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SAUDI ARABIA , RIYADH



NOUF ALRWEES

About Me

Seeking an entry-level position to begin my career in a high-level professional environment in HR. Moreover, to fully utilize my knowledge and skills while making a significant contribution to the success of the organization.

Experience

هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority



Zakat ,Tax and Customs Authority 2022 - Present

1.Talent Acquisition specialist "Tamher program"

- All recruitment cycle (Sourcing / Screening /shortlisting / Interviews / Offering , ect) using linked in .
- Manage database records documenting all interactions with candidates, working employees.
- Generated weekly reports to ensure continuous improvement of the recruitment process.



ALARTQA HIGHER INSTITUEE 2021-2021

1. Human resource & Public relations trainer

- Proficient with Learning Management System, entering class data and pulling reports on excel.
- Exceptional ability to prioritize and organize workflow.
- Organize Public relations events (e.g. open days and special days)
- Helping public relations trainees to improve the image of an institution and manage their advertising campaigns.



HIGHER SOFTWARE INSTITUEE 2019-2021

1.ADMINISTRATION SCIENCES TRAINER

- Accredited training courses for trainees.
- Confirm that the course has achieved its objectives.
- Designed and developed training programs and materials both for Trainees .
- Excellent Understanding of principles of good training programs.
- Accredited training courses for trainees.

EDUCATION

BACHELOR DEGREE IN BUSINESS ADMINISTRATION

جامعة الأميرة
نورة بنت عبدالرحمن



PRINESES NOURAH BINT
ABDULRAHMAN UNIVERSTY ,

2013-2018

TRAINING COURSES

- Computer mastery skill.
- Creative interactive networks.
- economic feasibility study.