

# SHROOQ ATIF AHMED

Jeddah, Hamdaniya District  
Date of Birth: December 8, 2003  
Marital Status: Single

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## OBJECT

I am a senior student in Human Resources Management, I Am looking for cooperative training (CO-OP) at your company I am confident that the training program offered by your company will help me further enhance my skills and knowledge in my area of study.

## CERTIFICATIONS

• ONYX ERP Human Resources Certificate

Nov - 2023

• Diploma in Human Resources from Alison

OCT-2024

## COURSES & TRAINING

- Introduction to Human Resources Functions
- The Use of Artificial Intelligence in Human Resource Management
- Web Application Development
- Cloud Computing Security
- Managing Change and the Challenges of Government Agencies Transition to Accrual-Based Accounting
- Principles and Basics of Community Work
- Intellectual Property Dispute Resolution Procedures
- Future of Work Passion and Success Skills
- First Aid (Saudi Red Crescent)
- The Art of Writing Administrative Letters and Correspondence (Jeddah University)
- Microsoft Programs
- Modern Foundations in International Management (Jeddah University)
- Communicating with Confidence in the Workplace (Misk)
- Business Continuity and Crisis Recovery
- Customer Service Team Management
- The Foundations of Human Resources Management
- Modern Practices in Human Resource Management

## EDUCATION

Jeddah University  
Bachelor's in Human Resources Management GBA: 4.87/ 5

Aug 2021- present

## SKILLS

### Soft Skills:

- Communication and negotiation skills
- Ability to provide support and guidance
- Knowledge of labor laws and institutional policies
- Planning and organizing work skills
- Active listening skills
- Flexibility and adaptability to changes
- Time management and achieving goals
- Strong communication and teamwork abilities

### Technical Skills:

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Data Entry
- Cloud Computing
- Familiar with AI applications in HR and cloud security
- Knowledgeable in modern HR practices and tools

### Language:

- Fluency in Arabic and English