

# SULTANAH KHALED AL-SUBAIE

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Saudi Arabia -Riyadh

## TECHNICAL SKILLS

- Proficient in Microsoft Office

(Word, Excel, PowerPoint)

## PERSONAL SKILLS

- Effective Communication Skills
- Interpersonal Skills
- Ability to Work in a Team
- Analytical Thinking and Decision-Making
- Time Management
- Strategic Thinking
- Knowledge of Human Resources Fundamentals
- Flexibility and Adaptability to New Work Environments
- Continuous Learning

## LANGUAGES

- Arabic
- English

## OBJECTIVE

I aspire to join a professional work environment where I can leverage my passion for human resources management and talent development. My goal is to contribute to improving performance and organizing operations to enhance productivity and achieve organizational objectives.

## EDUCATION

- **Bachelor of Human Resources Management**

-Majmaah University

## PROJECTS AND ACTIVITIES

**Organized a University Activity Titled "The Workforce :**

- Highlighted the critical role of the workforce in both public and private sectors.
- Focused on enhancing work environments and developing individual skills to boost productivity and contribute to long-term organizational success.

## COURSES

- Planning, Organization, and Performance Measurement
- Fundamentals of Human Resources Management
- IT Project Management
- Strategic Human Resources Planning
- Goal Setting and Self-Management Skills
- Leadership Skills
- Introduction to HR Functions
- Excel and PowerPoint Courses
- Word Processing Course (Word)
- Start Your Business" Program
- Freelancing Culture" Course
- Creative Development for Work Processes