

# Noura Mobarki

## Human Resources

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### Profile

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I am a human resources management student with a diploma degree who is seeking a cooperative training that will improve my skills and allow me to use my knowledge in way that is mutually beneficial to both my employer and myself and allow for future growth and development.

### Education

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**Diploma of Human Resources Management, King Saud University (KSU)** 2022/12 – present  
By completing my diploma degree in Human Resources Management with general grade (**Very good**), I learned the general study of Human Resource, such as management, planning, talent acquisition, talent management, personnel affairs, performance management, training and development.  
**GPA** 4.28 out of 5

### Experience

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**Supervisor, Mishaer Hoor Trading Company** 2022/01 – present  
My job duties include fully supervising more than one store.

- Communicate with product representatives.
- Ensure the validity and quality of the products.
- Product stock guarantee.
- Products pricing.
- Dealing with customers.
- Handling electronics request and coordination.
- Coordinating and arranging employee vacation.

### Courses

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**Human resources planning, M3aarf**  
**Modern practices in human resource management, Dorooob**  
**6 Sigma Methodology, Dorooob**

### Skills

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Communication	Flexibility	Public Speaking
QuickLearning	Teamwork	Leadership

### Technical Proficiency

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Microsoft Exel	Power Point	Microsoft Word
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### Languages

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<b>Arabic</b> Native	<b>English</b>
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