
RETAJ MOHAMMED

human resources student

☎ 0551454618

✉ rettaj.mohammed1@gmail.com

📍 Saudi Arabia,
Riyadh

DOB:
25/12/2004

EDUCATION:

Human Resources,
HR

Princess Nourah Bint
Abdulrahman
University (PNU)

VOLUNTEER:

Breast cancer
Awareness

2024

LANGUAGE:

English

Arabic

ABOUT ME

college student seeking entry-level employment as a human resources intern . With a knack for organization, collaboration, and leadership, I believe I could build upon my current administrative skills to further enhance the experience of clients and staff alike.

SKILLS:

- Time Management: Ability to prioritize tasks and manage time effectively to meet deadlines and achieve goals.
- Effective Communication: Strong written and verbal communication skills that facilitate interaction with colleagues and management, enhancing collaboration.
- in Microsoft Excel and Access for data management and analysis
- Graphic Design: Developed graphic design skills through various projects and experiences.