Reema Abdullah Alkhathlan

Reema.a.k@hotmail.com   +966504492932   Riyadh, Saudi Arabia

EDUCATION

Bachelor of Science in Human Resources Management   **2021 - 2025**
Princess Nourah Bint Abdulrahman University
The program qualifies female administrative cadres to work in various administrative sectors in the field of Human Resources.
GPA: 4.35 out of 5.00 With Honors Degree.

PROJECTS

ConsultME   **2024**
Developed a proposal around a tool that gives HR managers the ability to quickly access both sophisticated AI support and knowledgeable human guidance, enabling them to make better informed and data-driven decisions throughout the planning phase.

Compensations and Benefits System Analysis   **2024**
Analyzed Solutions by stc' compensation system in order to solve the challenges in relation to high cost of compensation as well as the diverse compensation classifications.

HR Analytics for Solutions by stc   **2024**
Applied HR Analytics tools following ESG Framework to assess and measure organization's performance in the three key areas (Environmental sustainability, social responsibility, and corporate governance) for STC Solutions Company.

TRAINING CERTIFICATIONS

Transitioning from Competency to Influencing Others Course   **2024**
Princess Nourah Bint Abdulrahman University (hosted by stc)
Session on how to move strategically from being competent to be influencer in the decision making processes within the field of Human Resources Management.

HR Analytics Workshop   **2024**
Udemy
Workshop on how to create dashboards for HR data in Excel.

Performance Management Workshop   **2023**
Alkhorayef Commercial Company
Workshop in reflection and analysis of case scenarios in Performance Management.

Talent Management Workshop   **2023**
Alkhorayef Commercial Company
Workshop explains the main functions and practices related to the talented workforce within companies.

Pearson MyLab IT for Microsoft Office Modules   **2021**
Pearson
Introductory Level of Pearson MyLab IT for Microsoft Office Modules (Word, Excel, and PowerPoint).

TECHNICAL AND PERSONAL SKILLS

- Microsoft Office.
- Analytics & Reporting.
- Research Skills.
- Time Management.
- Teamwork.
- Communications and public speaking.