

NAJED ALSHALHOUB

Riyadh, Riyadh Region \ +966548526206 \ najeds334@gmail.com

Nationality: Saudi

Professional Summary

I would like to use my HR management skills to develop a positive work environment and enhance organizational performance. I aim to contribute to attracting and developing talent and achieving company goals through effective people management strategies.

Education

Diploma in Human Resources Management and Organization
King Faisal University, Online Riyadh
Aug 2023\ Expected to graduate Mar 2025.

Certificates

Intensive Academic Foundation Course
Jan 2024 \ Mar 2024

Introduction to Human Resources Functions
Mar 2024 (Hadafe)

Activities

Participated in "Shour" Forum Engaged in discussions and workshops focusing on personal and professional development, enhancing skills in leadership and innovation.
Jul 2024 (supervisor + organizer)

Organizers for crowd management and visitor entry at the Franchise Exhibition
1-3 Oct 2024 (Consulting Partner)

Skills

- Microsoft Office (Excel, PowerPoint, Word)
- Document Preparation
- Time management
- Teamwork
- Task planning and organization
- Team leadership and problem solving