Rania Wahir AlDossary

Alkhobar

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Education :

- King Faisal University

Business administration.

Skills:

* planning
* communication
* organization & time management
* problem solving

Experience :

Working for AlArkkan training company Human Resources and Government Relations Officer . Carring out everything related to Employees including contracts, insurance, vacations ,visas , Residence and Government relations including social insurance ,issuing commercial Records through Electronic services ,and authenticating internal and External transactions and letters.

Courses:

*Introduction to Human Resources course

Prince Sultan Aviation Academy

*Microsoft office course

Technical and Vocational Training Corporation.

*Quality in the workplace course

Saudi electronic university

***Cyber security course**

Taibah University.

***Presentation course**

Ministry of Human Resources and Social Development

*English language course

Ministry of Human Resources and Social Development

*Saudi labour law course

Ministry of Human Resources and Social Development.