Retaj Saad Al-Shammari

Human Resources Management Graduate

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PROFESSIONAL SUMMARY

A Human Resources Management graduate with a strong foundational knowledge of recruitment processes, administrative support, and teamwork. I am seeking a career opportunity in the field of Human Resources or Administration, where I can contribute to enhancing organizational efficiency, support administrative operations, and develop professionally within a motivating work environment.

EDUCATION

Bachelor of Administrative Sciences - Business Administration - Human Resources Management Jan 2026

Graduation Year: 2026

SKILLS

- HR Fundamentals: A Comprehensive Understanding of Labor Systems and Policies
- Recruitment Support: Assisting in resume screening and candidate communication
- Administrative Tasks: Organizing files, data management, and official correspondence
- Microsoft Office Suite Proficiency: (Word, Excel, PowerPoint)
- Time Management: Ability to prioritize and complete tasks within deadlines
- Communication Skills: High ability for effective communication with colleagues and clients
- Teamwork: Spirit of cooperation and positive contribution within the team
- Problem Solving: Logical thinking to handle daily challenges
- Accuracy and Attention to Detail: Ensuring the quality of administrative outputs
- Proficiency in Government Platforms: (Mudad, Qiwa, and GOSI)

LANGUAGES

Native Language (Native) **English Language** (Professional Working)