Raghad Alghamdi

+966 569430701 | raghad27alghamdi@gmail.com | Dammam, East

Objective

Human Resources graduate skilled in HR operations, payroll, and data management. Proficient in Microsoft Excel for reporting, and dashboards. Knowledge of HR processes, employee data handling, and basic HR analytics. Seeking an entry-level HR opportunity to apply and develop practical skills..

Education

Diploma | Human Resources Management | UQT Institute | 4.8 / 5 | 2025

HR Trainee | Ministry of Transport and Logistics | 2024 - 2025

- Maintained employee records and files
- Assisted in performance evaluation processes
- Identified training needs
- Supported HR operations and workforce analysis

Experience

Data Entry | 2015 – 2017 | Al Asqaf Al Arabiya Contracting Est

- Prepare and organize data efficiently
- Ensure the accuracy and integrity of data
- Regularly review and update data records

Skills

- Microsoft Excel (Reporting , Dashboards)
- Data Management
- HR Operations & Administration
- Payroll Processing
- Employee Data Management
- Data Entry & Accuracy
- HR Analytics (Basic)
- Communication & Organization Skills
- Attention to Detail