

## Wala Nabeel Alraja

Saudi Arabia

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### SUMMARY :

To secure a challenging position in a supportive environment that allows me to advance my career, aligning with Saudi Vision 2030, and contribute to serving society. I aim to enhance the efficiency of the organization I work for and utilize my skills and experience to develop and increase its productivity

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### EDUCATION:

- **Diploma in Human Resources Management | 2019**
    - Academy of Higher Education Institute
  - **Cambridge International Certificate in Information Technology | 2016**
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### EXPERIENCE:

**Sami Jassem Al Saleh Trading Company | Human Resources** December 2022 - December 2022

- Compiling and managing employee files, both physically and digitally
- Managing employee affairs, attendance, and departure
- Participating in employee evaluations
- Coordinating with the finance department to ensure timely salary transfers

**Alham Design Company | Receptionist and Customer Service** March 2021 - December 2022

- Handling reception duties and meeting clients
- Assisting management with promotional campaigns and completing related administrative tasks
- Performing administrative duties for the General Manager

**Ram Medical Clinics | Receptionist** May 2019 - May 2020

- Providing a quick introduction to new clients upon their first visit
- Entering patient information into the system
- Coordinating with the main office for medical insurance requests
- Ensuring accurate scheduling of patient appointments and sending reminders
- Verifying invoices and insurance data

**Ministry of Media, Training Department | Cooperative Training** February 2019 - March 2019

- Writing periodic reports and correspondence
  - Working with the Human Resources Management System (Orang HRM)
  - Handling accounting and inventory screens (Easy Accounting)
  - Issuing appreciation certificates to citizens with heroic actions
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### COURSES:

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|--|---|
| ▪ Smart Government Electronic Transactions Course in Human Resources | ▪ Human Resources Management and Planning |
| ▪ Introduction to Human Resources Functions                          | ▪ English Language Course                 |
| ▪ First Aid Certificate  | ▪ Fundamentals of Management              |
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### SKILLS:

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|--|----------------------------------|
| ▪ Organizational and planning skills with event coordination ability   | ▪ Commitment to work ethics      |
| ▪ Proficient in Microsoft Office                                       | ▪ Quick learner                  |
| ▪ Self-development and adaptability to new work methods and techniques | ▪ Effective communication skills |
| ▪ Ability to work in diverse environments                              | ▪ Problem-solving                |
| ▪  | ▪ Teamwork and collaboration     |
|  | ▪ Awareness of workplace culture |
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### LANGUAGES:

- Arabic Language
- English Language