

DUWA AL-DOSSARY

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CAREER OBJECTIVE

Seeking a challenging career with a progressive organization where I can use my knowledge to carry out various responsibilities in functional areas and capitalize my skills and abilities.

EDUCATION

SEP 2014 - MAY 2018

Bachelors Degree in Human Resource Management

Prince Mohammed bin Fahd University

GPA: 3.47/4.00

WORK

EXPERIENCE

JULY 2018 - SEP 2018

Internship at Saudi Aramco, Ju'aymah NGLF Department

- Worked on tracking and revising all the P&P unit Operational Excellence processes. Including: manuals revision, benchmark, OE calendar adherence, OE Protocol Documents and KPIs analysis status
- Participated in P&P unit activities such as: 4CB workshop and PASS review Presentation

COURSES

- aPHRi Course - HR Certification Institute: **October, 2018**
- Six Sigma, White Belt: e-course, **December, 2018**

PERSONAL SKILLS

- Ability to adapt to work routine and diversity
- Excellent written, communication and presentation skills
- Ability to work independently or as a part of a team
- Critical thinking and analysis skills
- Leadership skills and ability to motivate

TECHNICAL SKILLS

- Microsoft office (Access, Excel, PowerPoint, Word).
- Microsoft Project
- Adobe Acrobat (PDF)
- WordPress: Website Platform
- Prezi: Presentation Software
- PowToon/Moviemaker
- Dreamweaver (e-portfolios)

LANGUAGE

- Arabic: Native
- English: Fluent

REFERENCES

Available upon request