

## Shahad Saad Al-Dosari

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### Professional Summary

Motivated and detail-oriented Human Resources diploma graduate with hands-on experience in data entry, system usage, and professional communication through cooperative training at the National Water Company. Strong knowledge of Microsoft Office applications and time management. Eager to contribute and grow in a dynamic and professional work environment.

### Experience

Cooperative Training – Human Resources Trainee

National Water Company – Riyadh, Saudi Arabia

Jan 2025 – May 2025

- Learned and operated internal HR systems.
- Entered and organized employee data using Microsoft Excel.
- Drafted and responded to professional emails.
- Gained real-world experience in office and administrative procedures.

### Education

Diploma in Human Resources

Princess Nourah Bint Abdulrahman University – GPA 4.26 of 5

- Riyadh, Saudi Arabia - 6-Month English Language Course
- Cooperative Training Certificate – National Water Company

Newly graduated

### Skills

- Microsoft Excel & Office Programs
- Computer Literacy
- Time Management
- Ability to Work Under Pressure
- Communication Skills

### Languages

- Arabic: Native
- English: Intermediate (6-month English course completed)