

# Nouf Hadi Alshehri

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A recent graduate with a Bachelor's degree in Business Administration with First Class Honors from King Khalid University. I have hands-on experience in various human resources functions, including training and development, attendance tracking, and employee affairs. I have solid experience using Microsoft Office programs to perform administrative tasks effectively. I aim to join a team where I can contribute to achieving HR goals and help create an efficient and productive work environment.

## Education

Bachelor of Business Administration, First Class Honors | **June 2025**

King Khalid University

GPA: 4.90 / 5.00

## Experience

Human Resources Department

Ministry of Environment, Water and Agriculture | **Jan 2025 – Apr 2025**

- Monitored employee attendance and resolved employee complaints.
- Managed trainee data, tracked attendance, and submitted contracts to the ministry.
- Operated government HR platforms to perform assigned administrative tasks.
- Conducted interviews within the recruitment unit and assisted in evaluating and selecting candidates.
- Prepared official letters and administrative reports.

## Courses

- Training Program for SHRM-CP Certification – Society for Human Resource Management (SHRM)
- Data Entry and Processing Course – Technical and Vocational Training Corporation | **6 Months**
- Distinguished Accountants Program – Eqrar Platform | **Aug 2025**
- Microsoft Excel Program – Udemy | **Nov 2025**

## Skills

Human Resources Management

Employee Relations Management

Communication

Proficient in Microsoft Office

Leadership

Recruitment

## Languages

- Arabic
- English (STEP 80%)