

# Ghalia Musaed Aldhayan

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## Career Objective

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Aspiring HR professional seeking to apply academic knowledge and hands-on training in a dynamic organization that fosters professional growth, development, and talent advancement.

## Education

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Bachelor's Degree in Human Resources  
Imam Muhammad Ibn Saud Islamic University, Riyadh | 2025

## Experience

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HR Intern — Riyadh Region Municipality  
March 2025 – June 2025

- Organized and updated employee files
- Prepared reports and HR documentation
- Utilized Microsoft Office tools
- Gained foundational knowledge of HR systems
- Familiar with Saudi labor laws

## Training Courses

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- Foundations of Human Resources Management
- Labor Culture According to Saudi Labor Law
- Strategic Planning for Organizations
- Stress Management at Work

## Skills

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- Proficient in Microsoft Office tools
- Strong communication and teamwork
- Problem-solving and decision-making
- Fast learner and adaptable to change
- Email and professional correspondence

## Languages

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- Arabic: Native
- English: Good