

MANAL ALKORBI

Human Resources

Riyadh Saudi Arabia

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SUMMARY

Human Resources graduate from King Saud University with experience in HR administration, employee data organization, and involved in HR operations including recruitment, employee relations, and training coordination

EDUCATION

12/2025

Diploma: Human Resources
King Saud University

EXPERIENCE

04/2024 to Current

Marketing Specialist
Third Energy

- Handled content creation, social media management, and basic audience analysis to support marketing activities

08/2025 to 12/2025

Co-op Training
Qader Association

- Completed a cooperative training in Human Resources, where I organized employee data, assisted in preparing reports, and learned to handle basic administrative tasks. Gained practical exposure to HR processes, communication with staff, and maintaining accurate records in a professional environment

SKILLS

Time Management & Organization

Basic Data Analysis

Microsoft Office

Training & Development Assistance

Employee Data Management

Digital marketing

Social media management

LANGUAGES

English

Arabic