

# Rania Aljohani

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## Summary

An Individual with BSc in Business Administration, Leadership aptitude an effective communication skills acquired and training, program development, customer service. Experience in organizes, technical documentation, and data report compilation. Looking to apply my knowledge, skills, and experience to a new challenge.

## Experiences

### Taiba Hotel

-HR Coordinator

2/2025—7/2025

- Managed employee records and HR documentation.
- Supported recruitment, hiring, and onboarding processes.
- Coordinated attendance, leave, and payroll inputs.
- Ensured compliance with HR policies and labor regulations.

### Taiba Investments Company

-HR Operations Specialist (**Tamheer Training**)

8/2024 —2/2025

- Talent Aqcstion.
- Recruitment .
- Preparing an organizational structure for the hotel (**Pre-Opening**)
- Documenting contracts at Qiwa and ERP system.
- Add new employee at Social Insurance and ERP system.
- Add employee to medical insurance.
- Organizing and following up on employee files on an ongoing basis.
- Send daily Report.

## Education

### Bachelor of Business Administration (Management)

Taibah University 09/2019 - 06-2023

## Honor Award

General assessment of Excellent with second honors degree

## Training Course

- PMP Training Course.
- Excel Course, Technical and Vocational Training Corporation.
- Business administration Cambridge Business College.
- Fundamentals of human resource management.
- Effective communication with clients .
- Entrepreneurial mindset & crisis management .
- Microsoft teams -Microsoft Arabia Company.
- Business model -Social Development Bank.
- English language course -Rwaq .

## Skills

- Microsoft Office.
- Teamwork.
- Effective communication.
- Flexibility .
- Able to work well under deadlines .

## Language

- Arabic
- English