

Manal Alkorbi

Human Resources

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PROFILE

Human Resources graduate from King Saud University with hands-on experience in HR administration, employee data management, and core HR operations including recruitment support, employee relations, and training coordination

EDUCATION

Dec 2025 Diploma of Human Resources, King Saud University

Courses

HRCI Human Resource Associate, Coursera

- Core competencies: Talent Acquisition, Learning and Development, Compensation and Benefits, Employee Relations, Risk and Management

Principles of Human Resource Management, Edraak

- Gained basic knowledge in recruitment, employee relations and performance management

Administration Principles, NCFE

- Learned the fundamentals of administrative work and office support

Experience

Apr 2024 — Mar 2026 Marketing Specialist, Third Energy

- Content Management: Handle end-to-end content creation and social media management
- Data analysis: Preform audience analysis to provide insights for marketing reports and strategies

Aug 2025 — Dec 2025 HR Co-op Trainee, Qader Association

- Performance Management: Conducted employee performance evaluations to monitor and enhance productivity
- Training and Development: Performed training needs analysis to identify skill gaps and recommend appropriate development programs
- HR Administration: Maintained accurate employee records and assisted in preparing internal reports

Skills	HR Policies and Procedures	Organization skills
	Training & Development Assistance	Microsoft Office
	Performance Management	Communication skills
	Basic Data Analysis	Time management

Languages Arabic English