|  |  |
| --- | --- |
|  | Muna Abdullah Mohammed AL Balushi |
| 5/12/2016 | **FRESH HR DIPLOMA (HONS) HOLDER** |
|  | P.O Box 2234 P.C 113 Wadi Kabir munaa7529@gmail.com  GSM: 98516501 |

|  |  |
| --- | --- |
|  | PRÉCIS   * A dynamic, result oriented young Omani lady with a Diploma in Human Resources Management from Majan College University * An effective communicator with excellent relationship building & interpersonal skills. * Strong analytical, problem solving & organizational abilities.   Objectives  To effectively utilize my skills and knowledge in practical environment, building my future career and gaining professional experience.  Education  Diploma (Hons) in Human Resources Management  Year :2013-2016  College :Majan College University  Foundation  Year :2011-2012  College :Majan College University  High School Certification, Science  Year : 2010-2011  School :Wadi Kabir High School Muscat  computer education   * Microsoft Windows * Microsoft Office Suite ( MS Word, MS PowerPoint, MS Excel and Outlook) * Very good hand in internet browsing.   Accreditation   * Internship Training Certificate – Bank Dhofar – Ruwi Branch. * Leadership Training For Class Representatives. * Internship Training Certificate – Bank Muscat – wadi kabir Branch   Languages   * Arabic (Mother tongue) * Balushi (Mother Tongue) * English (oral & written) * Hindi (oral)   interests and hobbies   * Meeting people * Reading Books * Reading Newspapers   reference  Will be furnished upon request.  Driving License  Valid Omani Driving License – Light Vehicle  personal profile  Nationality : Omani  Gender : Female  Marital Status : Married  Date of birth : 31-10-1992  Muna AL Balushi |
|  |  |