

# Ghada Ali Algwaifili

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## SUMMARY

A bachelor's degree in computer networks, possess enthusiasm, aspiration, and early experience in both the technology and human resources fields, motivated and trustworthy individual with a knack for fostering a great and productive work environment, seeking to join a forward-thinking organization.

## EDUCATION

**King Saud University** - Riyadh, Saudi Arabia  
**Bachelor of Computer Networks, GPA 4.58/5**

**December 2020**

## SKILLS

- Problem-solving
- Cisco Router & Switch
- Wireshark
- Flexibility
- Passion of work
- Creativity & initiative
- Microsoft Office
- Communication both written and verbal
- Teamwork
- Active learning

## WORK EXPERIENCE

**SABIC** - Riyadh, Saudi Arabia

**March 2022 – September 2022**

### Recruitment Analysis Intern

- Receiving the hiring request through SAP SuccessFactors and performing the necessary analysis.
- Hiring medical examinations to the candidates, evaluation of the findings, and determination of fitness.
- Calculating salary offers and creating the employment offer and contract.
- Communicating with candidates and promptly responding to their inquiries.
- Create the candidate's SAP ID in the system.
- Conduct a human resources orientation for the candidates.
- Improve the hiring procedure.
- Mentoring new hires and providing the necessary training for them.
- Complete the entire recruitment process for the SABIC scholarship program (SSP).
- Follow up on the pending requisition to ensure that the process is completed.
- Coordinate with hiring managers to identify staffing needs.
- Lifecycle recruitment of candidates including sourcing, pre-screening, interviewing.

**KAFALAH** - Riyadh, Saudi Arabia

**February 2022 – March 2022**

### Network Engineering Intern

- Configure routers and switches.
- Updating virus protection software and data security systems.

**Ministry of Interior** - Riyadh, Saudi Arabia

**September 2020 – March 2021**

### IT Support Collaborative Trainee

- Provide technical support to users by troubleshooting issues, and maintaining workstations, computer systems.
- Setting up, adjusting, and fixing computer hardware and software.
- React quickly to inquiries received through phone, in person, or via remote access.
- Verify the issue has been handled by following up with the consumer.
- Upgrade the entire system to make compatible software available on all computers.
- Using the headquarter domain to connect employee devices to the ministry's network.

## CERTIFICATES

- Professional Accreditation Certificate as Network Specialist (Saudi Council of Engineers)

**October 2022**

## COURSES

- Communication Skills at Work. (HRDF)
- MCSE Course. (MCIT)
- CCNP, CCNA Courses. (MCIT)
- Introduction to Cybersecurity (Cisco).
- Networking Protocols. (Skillsoft)
- Cyber and Technical Security. (DOROOB)
- Introduction to Human Resources Functions. (DOROOB)
- Information Security in Social Networks. (ATTAA Digital)
- Ensuring Onboarding Success. (Skillsoft)