

About Me

Human First
Human recourse Management bachelor second

An enthusiastic self-starter who has a natural affinity and dedication towards the duties. The ability to be a good team player who possesses extensive experience of working alongside a multi-disciplinary team of professionals and experts. Having a long track record of producing high-quality deliverables with my previous roles. right now looking for a job with an organization that offers a spot for a passionate HR leader .

Expertise

- Renew the (Onboarding) manual for the newcomers (in Aramco GA)
- Being involved in C-Map tracking
- Revising KPIS
- Being involved in quarter meeting to review the goals and areas for improvement for the GA department
- Preparing safety meetings
- Create and track emergency Rig crew schedules
- Rigs operation fields background
- Handling all crew Time sheet's tasks
- Mange rigs assignments
- create employee engagement plans
- sufficient background as a coordinator
- Public relations

Courses




Doroob Courses :

- Communication management culture
- Labor education according to Saudi employment
- Marketing through social media channels

Saudi Aramco E-learning Courses:

- Introduction to operational excellence (OE101)
- 3 keys to aligning HR concepts with organization strategy
- Knowledge management essentials
- Internal customer service
- Managing talents for organizational success
- HR as business partner from cost center to strategic partner
- Effective email writing and communication tips
- Information security essentials

Contact

 +966538762927
 shougalqahtani9@gmail.com
 <http://linkedin.com/in/shoug-alqahtani>

Education

Bachelor of Human recourses
Management

Jubail university collage

(2016-2021) - GPA 3.35 out of 4

Experiences

- cooperative training program
Saudi Aramco - Government affairs
- Front desk and sales representor
ALGHANIM INTERNATIONAL GENERAL
TRADING & CONTRACTING CO. WLL - summer
internship
- HR Generalist - Arabian drilling company
(full time)
Jan , 2022 - present
- Misk Virtual internship program