

Muna Abdullah Mohammed AL Balushi

5/12/2016

FRESH HR DIPLOMA (HONS) HOLDER

P.O Box 2234
P.C 113 Wadi Kabir
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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

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