

JOUD GARWAN

HUMAN RESOURCES
(FRESH GRADUATE)

CAREER OBJECTIVE

I am Saudi fresh graduate with HR diploma (Excellence grade), I have training experience in HR department with Ministry of Islamic Affaires, and +75 volunteering hours. I am seeking opportunities in HR field where I can apply my academic knowledge and develop practical skills

✉ Jouud.ameen@gmail.com
☎ 0535366881
📍 Al Khobar
🌐 Saudi

EDUCATION

Academy Of Learning

Human Resources Management

With a G.P.A. Of 4.55 out of 5 grade (Excellent)

Projects : Human Capital The Key to Organizational Success
Of 2024/2025

SKILLS

- Communication Skills
- Organization and Planning
- Adherence to Work Regulations
- Proficiency in Microsoft Office 365
- Teamwork Skills

EXPERIENCE

- 2023/12 - 2024/3 HR INTERN
MINISTRY OF ISLAMIC AFFAIRS
ROTATION WITHIN HR DEPARTMENT, WORKING IN HIRING PROCESS, ONBOARDING, AND PERSONNEL AFFAIRS.
- SUCCESSFULLY COMPLETED THE APPLIED SKILLS IN VOLUNTEER WORK COURSE (64 HOURS).
- PARTICIPATED IN ORGANIZING THE RAMADAN QUR'AN COMPETITION (20 HOURS).
- SERVED AS COMPETITIVE ACTIVITIES COORDINATOR (18 HOURS).
- PARTICIPATED IN AND SUPERVISED GHAIM CLUB ACTIVITIES (4 HOURS).
- SUPERVISED THE ORGANIZATION AND SUCCESS OF THE EID CELEBRATION AT THE RAKA'A COOPERATIVE CENTERS (6 HOURS).

LANGUAGE

- Arabic
- English

Courses

- English Language Course – Al-Bassam Institute, 2019
- English Language Course – King Fahd University of Petroleum & Minerals
- Career Opportunities Development
- Labor Culture According to Saudi Labor Law
- Excel Spreadsheets Program
- Life and Work Skills
- Successfully Passing Job Interviews
- Certificate of Attendance – INJAZ SAUDI Arabia Program.