

Sitah A. ALSuabie

Personal Info

Address

Al Hamra, Riyadh, Saudi Arabia.

Phone

0580191133

E-mail

sitah.fs@gmail.com

Languages

Arabic



English



Experience

2019-09 -

present

Project Coordinator

Takamol Holding

Responsibilities

- Became part of the preparation of the project proposals.
- Support in the preparation of reports and follow-up achievements.
- Reviewing and follow-up the project implementation and documenting achievements as planned.
- Coordinate the projects plan and follow up the initiatives implemented for the operational plan in cooperation with the relevant units.
- Coordinate with the concerned department regarding the project needs.
- Coordination between the implementing agencies of the project.
- Coordinate and communicate with companies and institutions implementing projects.
- Contribute to the collection of data and information to measure the performance indicators of the project.

2019-08 -

2019-09

HR Assistant Manager

Enaya Recruitment Co.

Responsibilities

- Manage employees data and contracts in The Human Resource system of the company.
- Support in the orientation of new employees due to their tasks.

Education

2014-08 -

2018-12

Princess Nourah bint Abdulrahman University.

Bachelor Degree in Business Administration.

Courses

2019-06 -

2019-06

Human Resources specialist At Riyadh Chamber.

2018-09 -

2018-11

Leadership Course At Qyadat shaba institution.

2017-07 -

2017-08

Human Resources Course At Saudi Academy for Languages and Training.

Skills

Computer: MS Office

Communication Skills

Project Management

Strategic Planning

Team working

Analytical Skills