

# Hessa Aljuaid

HUMAN RESOURCES, TALENT ACQUISITION, OPERATIONS .

JEDDAH, SAUDI ARABIA | FRESH GRADUATE

## ABOUT ME

I am a fresh graduate passionate about Human Resources and seeking a challenging career with a company that values professional growth. I am highly motivated and dedicated to learning, and I believe my skills and work ethic would make a valuable contribution to your organization.

## EDUCATION

**University of Jeddah**

2019 - 2022 | Bachelor's Degree

**Applied Linguistics & Translation**

Cumulative GPA: **4.03/5.0**

## EXPERIENCE

### TALENT ACQUISITION SPECIALIST

New Jeddah Clinic Hospital | 2023 - present

Responsible for finding and hiring qualified candidates for an organization. By posting jobs ads, screen resumes, schedule interviews, conduct background checks, and maintain record. Building relationships with candidates to ensure a positive experience. Assisting with the onboarding process for new hires.

Providing administrative support to the recruitment team as needed.

The main role is vital in attracting and retaining top talent for the organization.

### ASSISTANT TEACHER

Jeddah International School | 2022 - Coop training

Supports the lead teacher in a classroom or educational setting by helping with activities and lessons, supervising children, and maintaining a clean and organized environment. Key skills include working with children, collaboration and communication.

## PERSONAL INFORMATION

Saudi

21/2/2000

single

0557510741

hessaaljuaid@gmail.com

## SKILLS

- The use of computers
- Using Microsoft Office software
- Working within a team
- Translation
- professional writing
- Communication skills
- Flexibility
- Emotional intelligence
- Good experience in human resources platforms such as (HRDF, GOSI).

## COURSES

### Introduction to Human Resources

Functions Doroob platform

### Writing Academic Reports

University of Jeddah

### Skills needed for the labor market

University of Jeddah

### Data analysis

Misk foundation

## LANGUAGES

Arabic - Native

English - Advanced