

# Rania Moraia

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## Summary

Driven HR fresher with excellent organisational and leadership skills, looking to implement helpful company policies and procedures that increase employee morale and create a positive work environment.

## Education

Diploma of Human Resource With the First class honor (GPA: 4.91)  
Graduation Year (3/2020-1/2022), jazan University.

## Skills

Microsoft office 1 | computer Use 2 | Quick learn 3 | Time management 4 | Teamwork & interpersonally 5  
Attention to details 6 | Electronic services 7 | Video Maker 8 | Photography 9 | Communication 10

## Exams

Cognitive ability – (%70)

## Experience

### General Hospital, Baish

Tamheer trainee, 1/2023-7/2023

Medical records reception

HR services and Archive personnel files

### Amwaj Medical Complex, Baish

Field training, 2022

as customer service & Reception

## Courses

English Course, English place Academy

Basics of Office Management Techniques, Doroby.com

Leadership and teamwork skills, Edraak

Computer basics course, Drob

Strategic planning, Edraak

## Volunteer Experience

Administrative Departments, (9/2022), Baish General Hospital

Volunteer in charities, Online

## Licenses

Driving license

## Languages

Arabic / Native

English / Professional