

Professional Summary

I am a Human Resources professional with extensive experience in developing and implementing HR strategies that contribute to enhancing the work environment. I possess strong communication skills and the ability to build solid relationships with employees and management, and I apply flexible and effective practices in recruitment, training, and development. I have vast experience in handling employee issues, performance analysis, and motivating teams to achieve collective success. I believe that Human Resources is a key element in the success of any organization, and I am always committed to providing innovative and sustainable solutions to support employee development and enhance productivity.

Experience

HR Coordinator

Mechanical Industrial Co.Ltd (CALEX) , Nov 2022 - Present

- Recruitment process
- Job Interview process
- Contract Preparation
- Contract Documentation
- Employee Affairs Management
- Issuing Work Permits
- Sponsorship Transfer process
- Issuing Exit and Re-Entry Visa
- Renewal and Issuance IQAMA
- Working on Government Platforms: Mudad -Gosi -Qiwa -Muqem
- vacation leave process
- Recruiting employees from recruitment agencies
- Attendance and Absence Records
- Employee Payroll Management
- End of Service Benefit Calculation

HR Assistant

Al-Razi Medical Complex , Aug 2019 - Aug 2022

- Recruitment process
- Job Interview process
- Contract Preparation
- Contract Documentation
- Employee Affairs Management
- Issuing Work Permits
- Sponsorship Transfer process
- Issuing Exit and Re-Entry Visa
- Renewal and Issuance IQAMA
- Working on Government Platforms: Mudad -Gosi -Qiwa -Muqem
- Attendance and Absence Records

- Providing training courses for employee development based on requirements
- Employee Payroll Management
- End of Service Benefit Calculation
- Verify the employees' vaccination according to the Ministry of Health's requirements
- Updating employee data in the system
- Communicating with contracted companies - Email
- Recruiting employees from recruitment agencies
- Organizing Employee Work hours Schedule

Admin Assistant

Arkan Alafkar Entertainment (voluntary), Aug 2017 - Jan 2018

- Data Entry
- Document Archiving
- File Organization
- Follow-up on Institutional Requirements
- Customer care & Reception
- Financial Accounting

Education

Bachelor's Degree in Business Administration

IMAM ABDULHMAN BIN FAISAL UNIVERSITY, Sep 2016 - May 2021

Certificates

Secrets to Success in the Workplace

COURSINITY , Dec 2024

Effective Time Management

COURSINITY, Dec 2024

Speaking and Communicating with Confidence

COURSINITY, Dec 2024

Excellence in Customer Service and Satisfaction

COURSINITY, Dec 2024

Emotional Intelligence

COURSINITY, Dec 2024

Customer Experience and Value Creation

COURSINITY, Dec 2024

The Art of Persuasion

COURSINITY, Dec 2024

The Art of Negotiation

COURSINITY, Dec 2024

Certified Trainer

Global Academy For Training and Development LTD (GATD), Apr 2023

Executive Assistant-Optimize your Performance

Human Resources Development fund, Sep 2021

Leadership Skills

Human Resources Development Fund , Sep 2021

Modern Secretarial Skills and Electronic Office Management

Dar Al-Ruaa, Sep 2021

Fundamentals of Human Resource Management

Saudi global institute SGI, May 2020

Professional Excellence

Almana General Hospital , Jul 2019

CPR & AED

American Safety & Health Institute , Sep 2018

The joy of achievement

Royal Commission - Social Services Department , May 2014

Self-Development

Sabir , Jun 2013

The training that took place from 9/6/2013 to 7/7/2013 was comprehensive and included a variety of essential skills:

- English language skills
- Computer skills
- Planning skills
- Presentation and public speaking skills
- Emotional intelligence and influence

Skills

- Exceptional communication skills and the ability to build effective relationships
- Ability to work independently or as part of a team
- Strong attention to detail with the ability to manage multiple tasks simultaneously
- High adaptability to changing work environments
- Effective trust-building skills
- Strong time management skills
- Strong team management skills
- Conflict management and problem-solving
- Ability to make decisions
- Understanding of systems and regulations
- Computer skills
- Microsoft office

Languages

- English
- Arabic