

RANIA ALZHRANI

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PROFESSIONAL SUMMARY

Responsible HR Specialist with 3 years of experience. Fluent in English, with strong skills in office administration, employee relations, HR policy improvement, and recruitment processes, including onboarding, and talent coordination. Efficient in handling HR tasks while maintaining confidentiality and supporting organizational goals.

Professional Experience

Personnel Officer | Saudi Archirodon LTD, Oxagon T2 Project

Jun 2024 to Current Time

- Managed Payroll activities including (Settlements, Leaves, Resignation, Termination, Data entry) AHRIS.
- Controlling and monitoring of timesheet and coordinated with Timekeepers.
- Prepared and reviewed monthly HR analytics reports using Excel and HRIS tools, enabling senior management to make informed strategic decisions
- Updated and verified all day-to-day HR operations such as (MP, MPP).
- Maintained office filing and keeping records and scanning documents and keeping electronic files.
- **Recruitment:** Schedule interviews and coordinate with candidates and hiring managers.
- **Onboarding:** Facilitate the onboarding process for new hires, including paperwork, orientation, and introductions to the team.
- **Offboarding:** Arrange Resignation, Termination, Settlement, Clearance, change sponsorship, Ticket, Final Out and delete from medical insurance.
- Inclusion of newly arrived employees in the compulsory medical Insurance policy and deletion of employees from the scheme upon repatriation.
- Follow up on employees' statements and prepare statements of absence and delays.
- Solve technical problems related to fingerprint devices.
- Support the HR team in addressing employee inquiries and concerns.
- Maintain employee records and ensure compliance with company policies and regulations.
- Ensure the confidentiality and security of employee information.

Human Resources Operation Specialist | Faner North Constructions

Jan 2024 to May 2024

- Adjustment for employee's salary and bank accounts.
- Entering tax and non-tax invoices data.
- Use government systems such as Mudad, Muqeem, Qiwa
- Maintaining accurate records of personnel information and updating them.
- Issuance of Final exit, Exit re-entry visas and experience certificates.
- Schedule an appointment for an inspection of the vehicles and arrange for auto insurance.
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
- Issuing and renewing work permits and iqamas for employees.

- Managed Administrative Tasks Increasing efficiency and productivity.
- Dealing with employee requests regarding human resources issues, rules and regulations.
- Assisting with day-to-day operations of the HR functions and duties.
- Conducting initial orientation to newly hired employees.
- Producing and submitting reports on general HR activity.
- Supporting HR functions with emphasis on record keeping, data entry and general HR tasks.
- Updating Bank Accounts and ATM cards.
- Handling employee's personnel issues (Missing Salary, OT, and LM Changing).
- Supports the onboarding process of the new joiners.
- Handling all kinds of leaves, hotel arrangements and issuing Exit re-entry visa.
- Solve all employee-related problems such as salary delays, restrictions, and monthly leave.

EDUCATION

Bachelor's Degree in Language and Translation (English Language) Tabuk University 2020

CERTIFICATE

- CIPD L5 professional certificate | Membership No: 89860274
- OSHA Certification | Alkhabeer Institute
- Cyber security and information security | Technical and Vocational Training Corporation
- Administrative Empowerment | Technical and Vocational Training Corporation
- Technical Skills in education and work | Technical and Vocational Training Corporation
- E-Marketing | Technical and Vocational Training Corporation

SOFT SKILLS

- Flexibility at work.
- Commitment and responsibility.
- Working with a team.
- Ability to adapt.
- Organization and willingness to learn.
- Time management.
- Problem-Solving.
- Analytical Skills.
- Leadership Skills.

TECHNICAL SKILLS

- Data Entry and Reporting.
- HR Functions Support.
- Appointment Scheduling.
- MS Office (Word, Excel, Power point, Oracle)