


Sara Alamah


HR Specialist

ABOUT ME

Dedicated HR and Operations professional with hands-on experience in recruitment, payroll, compliance, and administrative process optimization. Proven ability to streamline workflows, enhance employee experience, and support business operations in fast-paced environments.

CONTACT

 Riyadh, Saudi Arabia

 0501141402

 Saara@outlook.at

Education

Bachelor's degree

Human Resource Management

Imam Mohammed Bin Saud Islamic University | Aug 2022

Diploma in Computer – Microsoft Office Programs

Imam Mohammed Bin Saud Islamic University | Jul 2019

Skills & Tools

Government Portals (GOSI, Qiwa, Muqem, etc.)

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Trello, Notion, Jira
- BPMN (Business Process Modeling)
- Strong communication & team collaboration
- Organizational planning & multitasking
- Flexibility, adaptability & quick learning

Experience

HR Operations Specialist

AidAI– March 2024 – May 2025

Managed and coordinated administrative and HR operations across departments to ensure efficient workflow and alignment with strategic objectives. Led internal meetings, tracked action items, and supported decision-making processes. Handled payroll processing and data validation with high accuracy. Implemented employee health and social insurance procedures, ensuring full compliance with government platforms. Worked on optimizing operational procedures to reduce time and improve resource allocation.

Recruitment Specialist

Technology Company – Shftat, July 2023 – March 2024.

Managed end-to-end recruitment processes, from job description preparation to candidate selection and offer negotiations.

Oversaw payroll processing with a strong emphasis on accuracy, compliance, and efficiency.

Supervised onboarding and training programs, resulting in improved employee integration and performance.

Maintained and updated employee records across major government platforms, including Qiwa, Mudad, and GOSI. Utilized Microsoft Excel to track candidate data, manage payroll information, and generate HR reports.

HR Intern (Co-op Program)

Saudi Press Agency, Mar 2022 – Aug 2022

Prepared HR documents, coordinated appointments, and supported payroll administration. Assisted with contract registration/termination and employee records management.