

# HAROON KURDI

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## PROFESSIONAL SUMMARY:

Experienced Human Resources specialist with over 3.5 years of expertise in recruitment, employee relations, performance management, and organizational development. Skilled in building strong employee relations, fostering a positive work environment, and managing full-cycle recruitment. Adept at implementing HR policies and procedures, handling employee inquiries, and ensuring compliance with labor laws. Proven ability to support organizational growth by optimizing HR strategies and enhancing employee satisfaction. Strong communicator with a passion for talent development and team collaboration.

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## EXPERIENCE

### Human Resources Specialist - pink camel Boutique

until now - may 2021

- Managed full-cycle recruitment processes, including job postings, resume screening, candidate interviews, and onboarding for new hires.
  - Administered employee benefits programs, including health, retirement, and wellness initiatives, ensuring compliance with company policies and legal requirements.
  - Provided guidance and support to employees and managers on HR policies, performance management, and conflict resolution.
  - Processed payroll and maintained accurate employee records, ensuring adherence to applicable labor laws and company policies.
  - Ensured compliance with labor laws and regulations, conducting regular audits and updating policies as needed.
  - Addressed employee relations issues and provided solutions for conflict resolution, promoting a positive workplace culture.
  - Assisted with HR reporting, data analysis, and maintaining HR metrics to support decision-making and organizational planning.
  - Full knowledge of the most important government websites in the field of human resources (Madad - Muqeem - Quwa - Qawsi)
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## EDUCATION

### university of jeddah

2021 - 2023

Diploma in Human Resources

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## ADDITIONAL INFORMATION

- **management skills:** I gained a lot of administrative skills because of my work in a job whose main goal is to manage the team and organize their work on a daily basis.
- **Languages:** English - well
- **Personal benefits:** Ability to manage a team, deal with pressures resulting from negative reactions from employees, and control reactions.