

### PROFESSIONAL SUMMARY:

Experienced Human Resources Administrator with a strong background in document management, administrative support, and government relations. Proven ability to streamline HR processes, manage payroll and benefits, and lead recruitment efforts. Skilled in fostering positive employee relations and optimizing workflow. Known for ensuring confidentiality, delivering exceptional service, and building effective relationships with diverse teams and stakeholders.

### CORE COMPETENCIES:

- |                                     |                              |                           |
|-------------------------------------|------------------------------|---------------------------|
| ✓ HR Management                     | ✓ Confidentiality Management | ✓ Stakeholder Engagement  |
| ✓ Document Management               | ✓ Administrative Support     | ✓ Time Management         |
| ✓ Recruitment & Onboarding          | ✓ Office Management          | ✓ Team Collaboration      |
| ✓ Payroll & Benefits Administration | ✓ Organizational Skills      | ✓ Data Entry & Management |
| ✓ Employee Relations                | ✓ Government Relations       | ✓ Microsoft Office Suite  |

### PROFESSIONAL EXPERIENCE:

#### Human Resources Administrator

##### Mutlaq Al-Ghuwairi Contracting, NEOM

July 2024 - Apr 2025

- Streamlined HR operations through advanced document management and precise employee record keeping.
- Led recruitment and onboarding, enhancing hiring efficiency and employee integration.
- Administered payroll and benefits accurately, ensuring timely and correct compensation processing.
- Resolved employee relations issues, promoting a positive work environment and boosting engagement.
- Leveraged HR software and analytics for effective data management, compliance, and strategic planning.

#### Documents and Manuscripts Specialist

##### Jasara Project Management, The Royal Palace in NEOM

Mar 2024 - July 2024

- Proficiently managed SharePoint, ensuring efficient document organization and collaboration.
- Regularly monitored emails for updates and tasks from site and QA teams.
- Promptly followed up on tasks received via email or SharePoint to maintain workflow efficiency.
- Utilized SharePoint's features to streamline communication and task management processes.
- Prioritized tasks effectively based on urgency and importance, enhancing productivity.

#### Document Controller

##### Al-Ayuni Investment and Contracting, NEOM

Jun 2022 - Mar 2024

- Proficiently managed document workflows and maintained records using Aconex, ensuring accurate documentation and streamlined processes.
- Diligently monitored emails, promptly addressing inquiries and following up on tasks from the site team or QA team, fostering clear communication and task completion.
- Implemented robust document management practices by preparing electronic copies and securely archiving both electronic and paper copies, ensuring accessibility and preservation for future needs.
- Demonstrated a commitment to detail and organization by meticulously maintaining document integrity and availability, enhancing project efficiency and compliance.
- Upheld best practices in document handling and storage, safeguarding valuable information and contributing to project success.

#### General Administrative Clerk

##### Al-Qotr Surveying, NEOM

Jan 2022 - Jun 2022

- Provided crucial administrative support to streamline operations and contributing to enhanced productivity and efficiency across departments.
- Demonstrated versatility by efficiently handling a wide range of administrative tasks, including data entry, filing, and correspondence management, ensuring smooth day-to-day operations.
- Exhibited strong organizational skills by prioritizing tasks effectively and managing time efficiently, optimizing workflow and meeting deadlines consistently.
- Acted as a reliable point of contact for internal and external inquiries, effectively liaising between team members and clients to facilitate seamless communication and resolve issues promptly.
- Proactively contributed to process improvements by identifying areas for optimization and implementing solutions to enhance overall administrative effectiveness.

## **VOLUNTEERING:**

- Volunteered to preserve the environment in NEOM.

## **EDUCATION:**

- Bachelor's degree in **Business Administration** from Tabuk University in May 2021

## **LANGUAGES:**

- Arabic: Native
- English: Good