

Alhanouf Alsuhayl

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PROFESSIONAL SUMMARY

Results-driven HR professional with 4 years of experience across HR operations, recruitment, and payroll. CIPD Level 5 certified, specializing in implementing HR systems (Palm HR, ERP), driving compliance, and delivering measurable process improvements that enhance organizational performance.

WORK EXPERIENCE

Saudi Landscape Company

Riyadh

Human Resource Specialist

05/2023 – Present

- Directed onboarding, contract management, payroll, and HR operations, ensuring 100% compliance with labor laws.
- Streamlined medical insurance, residence permit renewals, and visa processes, reducing processing time by 15%.
- Handled sponsorship transfers, vacation management, and final settlements with a focus on accuracy and timeliness.
- Prepared official documentation, coordinated family visit requests, and managed Chamber of Commerce authentications.

National Water Works Company

Riyadh

Human Resource Specialist

12/2022 - 04/2023

- Managed contracts, payroll, and HR operations while enhancing process efficiency and compliance.
- Processed work visit requests, visas, and monitored Emiratisation metrics for multiple departments.
- Scheduled annual leave and managed Ajeer platform contracts, job offers, and visa authentications.
- Coordinated employee travel arrangements and related payment processes.

Bateel International Company

Riyadh

Talent Acquisition Specialist (Tamheer)

05/2022 - 11/2022

- Partnered with managers to define hiring requirements, creating targeted job descriptions.
- Sourced candidates via career portals, job boards, and social media to expand talent pipelines.
- Conducted interviews, facilitated pre-interview assessments, and supported successful onboarding.

EDUCATION

Noura Bint Abdulrahman University Princess

Bachelor's degree in Industrial Management

09/2010 - 03/2015

CERTIFICATIONS & TRAINING

- CIPD Level 5**

Chartered Institute of Personnel and Development

09/2024 - 02/2025

- Professional Skills in HR Management**

Al Yamamah University

05/2024

- Basics of Training & Development**

HDTC Training & Consulting, Dubai

02/2024

- Human Resources Course**

Prince Sultan Aviation Academy

12/2022

PROJECTS

- Palm HR System**

Project Manager | Led successful implementation, improving payroll accuracy and reducing admin workload by 20%.

- ERP System**

Project Manager | Oversaw deployment, enhancing data accuracy and cross-departmental reporting.

SKILLS

Technical Skills: Microsoft Office Suite | HR Operations & Recruitment | Payroll Management | Compliance & Employment Law | Process Optimization | HR Systems (Palm HR, ERP)

Soft Skills: Leadership | Problem Solving | Communication.

Languages: Arabic (Native) | English (Working Proficiency)