

SAUD ALHAMMAD

HUMAN RESOURCES

CONTACT



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Saudi Arabia, Riyadh.

SKILLS

Microsoft Office:

Word, Excel, PowerPoint, and Outlook

HR Information Systems (HRIS)

Talent Acquisition and Recruitment

Compensation and Benefits

Performance Management

Employee Relations

Creative Thinking

Communication

Problem-solving

EDUCATION

Bachelor of Arts (BA) in Marketing

Arab Open University

Current

Relevant coursework:

Marketing Strategy and Planning, Consumer Behavior Analysis, Brand Management, Digital Marketing, Market Research and Analytics, Integrated Marketing Communications, Product Development and Innovation, Marketing Metrics and Analysis, Social Media Marketing, Marketing Campaign Management.

Diploma of Human Resources Management

University of Oxford (HSC)

2023

Relevant coursework:

Recruitment and Selection, Staff Training and Development, Employee Relations, Managing Performance, Managing Absence and Attendance

PROFILE

Experienced Human Resources professional with over 2 years of demonstrated effectiveness, possessing strong communication and computer skills. Actively seeking opportunities for impactful contributions to organizational development through the application of my expertise.

CAREER SUMMARY

Human Resources Officer

Samama Co. for Operation & Management

2021-Current

- Processed bi-weekly payroll for +100,000 non-exempt and exempt employees.
- Maintained employee data and kept updated accounts of all employment records.
- Conducted job evaluations and internal equity analyses for new and existing jobs; provided market data and recommended pay grades, ensuring department ladders were consistent and grades were appropriate.
- Administered payroll information, compensation materials, and benefits programs.
- Maintained month-end accruals by balancing an excel metric database in connection with finance bi-weekly actual.
- Mentored employees through personal and professional issues.


Sales & Marketing Executive


Mesmat Trading EST

2020-2021

- Designed Social Media platforms advertising and promotional offers with images/photos and informational videos; and scheduled ad placements for key time periods.
- Data analysis for marketing and advertising strategies.
- Engaged and maintained contact with social media prospects to drive traffic to the business.
- Growing and expanding the business by preparing and delivering sales presentations to new and existing clients
- Drove the entire sales cycle from initial client engagement to closed sales
- Monitored the effectiveness of campaigns, share best practices, and help drive clients' business growth by adding value.

Languages

English  100%

Arabic  100%