

MAHDIYYAH ALSHEHRI

Riyadh, Saudi Arabia

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ABOUT ME

Ambitious and professional personality, 4 years of experience in the field of human resources and personnel affairs in the private sector.

EDUCATION

Princess Nourah Bint Abdulrahman University
Bachelor Degree -Economy

2018

WORK EXPERIENCE

Assistant HR Manager – Supply Trading Group

- Overseeing employee relations.
- Managing HR staff.
- Analyzing and designing jobs.
- Coordinating and managing job contracts.
- Identifying needs.
- Selection and appointment.
- Training and development

Apr 2023- Present

HR Specialist – Supply Trading Group

- Interviewing and screening job applicants.
- Onboarding new employees.
- Worked on Government Platforms: (Qiwa, Ministry of Human Resources, Madad, Social Insurance, Taqat, Remote Work, Muqem)
- Worked on Vacation receipts and end of service bonus.
- Work on the payroll process.

Jan 2022- Present

Personnel Clerk – Al Hmaidan & Al Khwaiter Co.

- Responsible for publishing and updating job ads, scheduling interviews.
- Preparing payroll related document.
- Updating databases, and addressing employee queries.

Jun 2020 - Jun 2022

E-Sales – AlSadhan Company (Spar)

- Establishing an electronic sales project for Spar with several delivery companies: (Hungerstation – Jahez – Mrsool – ToYou-The chefz)
- Training employees in the branches of the markets Spar in receiving electronic applications

Dec 2019 - Jun 2020

SKILLS

- Initiative
- Customer Service
- Adjustment
- Withstand working pressure
- Time Management
- Computer
- Completing tasks
- Effective Communication
- Teamwork
- Gain skills

LANGUAGE

- Arabic
- English