

# NOUF ALGHYADAH

## CONTACT

 0599856011

 inoufmg@gmail.com

 Riyadh

 <http://linkedin.com/in/nouf-mohammed-117a6b262>

## EDUCATION

2021-2023

- Princess Noura Bint Abdulrahman University Diploma of law **2019-2020**
- Imam Muhammad bin Saud Islamic University Computer Applications Diploma

## COURSES

- English Language Course | 120 hours (Levels I and 2) Al-Khaleej Institute for Training and Education (2021).
- Course on the provisions of the Saudi Labor System 4 hours (07/02/2022) Adad Lawyer Company, Riyadh.
- Legal Protection in the field of Electronic Commerce Law Club, Princess Noura bint Abdul Rahman University (The course talked about the entities to which the e-commerce system is applied).
- Penalties for Violating the Intellectual Property Rights System | 4 hours (08/05/2022)
- Legal Aspects of Workers in The Private Sector | 4 hours(27/03/2022) Adad Lawyer Company

## SKILLS

- Microsoft Office.
- Communication skills.
- Negotiation skills.
- Problem-solving skills.
- Organization and time management skills.
- Writing regulations and memos.
- Doing legal consultations.
- Preparing reports and letters.
- Legal research.
- Contract drafting.
- Employee Relations
- Following Up Auditing.
- HR Operations .

## PROFILE

A highly organized and hardworking individual who aims to gain experience to leverage my strong organizational and communication skills to support the team. I strive to assist the management team in achieving their goals and objectives. Additionally, I am committed to continuous learning and professional growth to bring added value to the organization and advance my career.

## WORK EXPERIENCE:

**Armital Metallurgy Industries Limited 15/05/2024 -Until now**

### HR Coordinator:

- Follow up on employee contracts
- Follow up with managers and supervisors in the event of a problem or feedback
- Receiving requests for contract termination, resignation, and clearances
- Work On letters, notices, and salary definitions for employees
- Governance websites such as Muqem, GOSI, Qiwa, Mudad,TAQAT and the Ministry of Labour.
- Follow up and keep updated information
- Working on employee vacations
- Work on preparing employee evaluations
- Issuing an experience certificate
- Follow up on attendance and departure of employees
- Preparing job offers and contracts

**Ethar group - Tamheer 25/10/2023 - 9/5/2024**

- Governance websites such as Muqem, GOSI, Qiwa, Mudad,TAQAT and the Ministry of Labour.
- Follow up and keep updated information such as HR Government Initiative (Netagat, Mudad, and Muqem,)
- Medical Insurance (addition, deletion and invoice)
- Support editing and translating Memo and Warning letters.
- Work on authenticating documents through the Riyadh Business Portal.
- Working on job offers and official Auditing Medical Insurance's invoices and GOSI invoices..
- Issuing official letters.
- Employees vacations and leaves Settlement.
- Payroll and EOS.
- Recruitment and arranging job interviews.
- Working on arranging employees files.
- Working on recruitment and recruitment through LinkedIn and other platforms.

**Cooperative training Ministry of Health Legal Affairs**

**1/3/2023 - 1/6/2023**

- Reports preparation.
- Preparing legal letters.
- contract drafting.
- Preparing memorandums and agreements.
- Working on legal consultations.
- Attending investigation sessions and pleadings.
- Legal research.
- Regulations and memos.
- Najez Judicial Services.