

PERSONAL PROFILE

Human Resources specialist, I have experience for 3 years Salaries and employee relations, recruitment, and developing policies and procedures that foster a positive work environment. Skilled at working with all levels of staff and effectively resolving conflicts. I strive to balance company goals with employee needs, contributing to enhanced productivity and employee satisfaction. I possess excellent communication, performance management, and strategic HR planning skills

EDUCATION

Bachelor's degree in business administration, Major Accounting

University of Tabuk – 2021

PROFESSIONAL CERTIFICATIONS

Financial Accounting in Personnel Affairs Department - May 2025

Business Administration (MBA) - Anticipated – March 2025

PROFFESIONAL EXPERIENCE

Barq Almustaqbal company **HR Supervisor**

AUG 25- Present

- Supervised the implementation of HR policies and ensured compliance across all departments.
- Managed the full recruitment cycle including sourcing, interviewing, and onboarding new hires.
- Monitored attendance, leaves, and punctuality, prepared monthly attendance reports.
- Coordinated performance appraisal processes and supported performance improvement initiatives.
- Handled employee relations issues, including conflict resolution and disciplinary actions
- Collaborated with the finance department to process payroll, deductions, and employee benefits.
- Prepared HR reports and KPIs for senior management decision-making.

Saudi Arabian Al Ayuni – Limak Company **HR specialist**

NEOM, KSA
NOV 23 – AUG 25

- Implementing procedures, systems, and forms for monitoring employee attendance.
- contributing and supervising the implementation of policies and procedures for vacations, salaries, and promotions, and updating information related to employees.
- Dealing with inquiries and complaints professionally, Preparing, presenting, and archiving specialized documents and reports related to the field of human resources operations.
- Conducted performance evaluation sessions with employees for career growth.
- Coordinated staff performance and productivity assessments.
- Led staff satisfaction surveys to identify improvement areas and implement strategic solutions.
- Collaborated with department heads on workforce planning efforts.

Nawaya company
Payroll specialist

Tabuk, KSA
September 21 – November 23

- Collaborated with HR department to streamline employee data.
- Promptly resolved payroll discrepancies, minimizing disruptions for employees.
- Collaborated with other departments such as HR and Accounting to ensure timely and accurate processing of employee pay and benefits.
- Processed payroll for many employees, ensuring accuracy and compliance with company policies and government regulations

Fahad Bin Sultan University
Accountant Intern

Tabuk, KSA
May 21 – July 21

- Assisted in the preparation of financial statements, including income statements, balance sheets, and cash flow statements, ensuring accuracy and compliance with accounting principles and company policies
- Conducted financial analysis and performed account reconciliations to ensure the accuracy of financial records and identify discrepancies or errors, working closely with senior accountants to resolve any issues.

COURSES

- Course in Oracle program
- VAT basics course
- The salary and wage accounting program.
- Meeting on the internal review
- Meeting entitled Using Artificial Intelligence in Human Resources Management

Skills

- Computer Skills including MS Office
- HR software proficiency Motivational
- Payroll processing
- Recruitment management
- Effective Communication
- Collaboration
- Training and development
- Problem Solving and Analysis

HOBBIES AND INTEREST

- Reading and self – Development
- Traveling and Exploring Cultures
- Sport and Fitness

Language

- **English**, advanced
- **Arabic**, native language