

Maram saleh ALamri

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City -Madinah

Qualified, conscientious, hardworking, and self-motivated professional with more than 4 years of combined experience in various roles. Known for accepting challenges, learning quickly, and working effectively in team environments. Possess excellent interpersonal, written, and oral communication skills. Proficient in creating new ideas to enhance work performance. Fluent in Arabic and English.

PROFESSIONAL EXPERIENCE

HR Manager –Swar Business Trading Company - Medina

March 2022-April 2025

- Established the Catering Services Project at Ruaa Al-Madina Holding, overseeing all HR management aspects, strategic support for expansion, and business development.
- Contributed to transforming the organization from a medium-sized to a large-scale operation by planning operational requirements and workforce needs.
- Provided advisory support to the executive management and employees on HR issues.
- Conducting interviews and recommending the best talent to hire Turn over analysis and improving.
- Responsible for the communication process with the Personnel Department and the Financial Department (Gosi).
- Monitoring operational compliance with the company's policies and procedures.
- Develop an annual recruitment plan.
Work on all government relation website (Muqem - Gosi – Salama - Baladi – HRSD- Taqat).
- Monthly auditing for all new hire employees Personnel Holding Files to ensure all required documents are available.
- Supporting the team with general filing to ensure staff personnel files are kept up to date.
- Inverting the analysis and improving the work environment to reduce the turnover rate. Full control.
- Representing the company in job fairs to attract job seekers and build a database.
- Visiting Operating companies' female section twice in a month to know employee grievance.

HR Coordinator -Medina Suleiman Al-Ahmadi- Medina

October 2019- October 2021.

- Liaise with Operating companies related to recruitment.
- Preparing offer letter, Contracts, Demand letters, Abroad contracts, Bank Account opening letters.
- Scheduling, coordinating and conducting interviews for new hires and orientations for new on-board employees.
- Responsible for internal and external recruitment in coordination with other departments.
- Ensure that the personnel files, important documents and vital reports maintained well.
- Rewards.

- Follow up with Operating companies to submit the Probationary period evaluation copy of the new hired employee.
- Payroll Officer.

Administrative Assistant Office of the Mother of Prince Thamer- Medina

May 2018-November 2019.

- Answering and directing phone calls to relevant staff.
- Taking notes and minutes in meetings.
- Being a point of contact for a range of staff and external stakeholders.
- Preparing documents for meetings and business trips.
- Processing and directing mail and incoming packages or deliveries.

HR Coordinator– Al-Baraki Business Company-Medina

April 2016 -May 2018.

- Processing new hire paperwork including data entry into HR system and file management.
- Search for potential CVs' and furnish Operating companies as requested.
- Update vacant positions online in the company's portal.
- Follow up with Operating companies to sponsorship of New hired candidates.
- Support other functions as assigned.
- health care expense per current employee.
- Recruitment and selection.

Cooperative Training

Al Rajhi Bank-Medina

- Gained experience in bank and exchange management.

EDUCATION & PROFESSIONAL DEVELOPMENT

- **Diploma in English**
Taibah University, Medina
- **Diploma in Administrative and Financial Sciences**
College of Business Administration, Taibah University, Medina

CERTIFICATIONS & COURSES

- Executive Regulations of the Labor System – Technical and Vocational Training Corporation
- General Organization Social Insurance – Technical and Vocational Training Corporation

Technically proficient

- Proficient in Microsoft Office applications (Outlook, Word, Excel, PowerPoint, Access)
- Familiarity with HR Management Systems