

Nouha Almalki

Human Resources Specialist

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SUMMARY

A Talent Acquisition Specialist with more than 6 years of experience in recruitment, HR operations, and employee services in both the public and private sectors. I excel in adapting to dynamic work environments and in building an integrated and effective system based on analyzing actual needs and identifying the required competencies to ensure the sustainability of the organization's human capital, and in supporting the achievement of the organization's strategic goals efficiently and effectively.

EDUCATION

Bachelor's in Public Administration – GPA: 4.67 / 5 (with Honors)

King Abdulaziz University

KEY ACHIEVEMENTS

- Created a comprehensive employee dashboard that enabled accurate identification of vacant and filled positions and enhanced workforce planning.
- Created a national and international talent bank to support strategic hiring and ensure continuous access to high-quality candidates.
- Measured key recruitment KPIs to improve decision-making and enhance hiring efficiency
- Met recruitment targets on time, enabling smooth and timely onboarding.
- Improved HR operations by ensuring accurate payroll, leave, and end-of-service processing.
- Developed HR policies to enhance compliance and efficiency.
- Increased employee satisfaction through surveys and engagement initiatives.
- Designed and delivered targeted employee training programs that improved skill development and enhanced overall workforce performance.

EXPERIENCE

Talent Acquisition Specialist at General Authority for the Conservation of Coral Reefs and Sea Turtles in the Red Sea

Jan 2025 – Present

- Executed local and international recruitment processes, from job postings and candidate screening to interviews, job offers, and onboarding.
- Created and managed a comprehensive database for candidates and employees.
- Prepared accurate job descriptions aligned with departmental needs.
- Managed and organized employee files in compliance with HR policies and government requirements.
- Prepared employee contracts while ensuring data accuracy.
- Communicated with candidates to address inquiries and ensure a smooth onboarding experience.
- Utilized recruitment platforms to source and attract qualified candidates.
- Prepared and submitted recruitment reports and statistics to management.
- Supported and coordinated the onboarding program to ensure new employees were fully prepared and integrated into the workplace.
- Completed the full cycle of employee visa procedures in coordination with the candidate, ensuring faster onboarding and full regulatory compliance.
- Developed KPIs and a performance dashboard for the HR department.

Human Resources Operations Specialist at Abdullah Badr Al-Badr

Jan 2023 – Jan 2025

Trading Company

- Managed the full employee lifecycle (onboarding, files and contracts, end-of-service) ensuring proper documentation and compliance.
- Prepared and processed employee payroll and financial entitlements accurately and on time.
- Managed transactions through government platforms (GOSI, Muqem, Qiwa, Mudad, Tamm, Mawameh, Self-Assessment, etc.) and obtained certificates of excellence from authorities.
- Practical experience in HR systems (Zain HR, MenalTech) for managing payroll, attendance, and operational processes.
- Developed and automated HR procedures (secondments, leave, promotions, end-of-service) and implemented process improvements to increase efficiency and speed.
- Prepared and submitted HR reports to management to support decision-making.
- Designed and implemented training programs (employee development, Tamheer, cooperative training) while monitoring compliance and measuring participant satisfaction.
- Handled employee relations issues professionally and in line with labor laws, contributing to higher employee satisfaction and earning the department outstanding evaluations.

Human Resources Specialist at Jeddah Special Needs Center

Aug 2016 – Nov 2022

- Established the HR department from the ground up, developed the organizational structure, formulated HR policies and procedures, and created a comprehensive job description database.
- Managed and operated HR systems (payroll, leave, business trips, overtime) while standardizing and accelerating end-of-service procedures to ensure compliance.
- Led local and international recruitment and onboarding processes through effective talent acquisition strategies covering all stages of the hiring cycle.
- Designed and delivered strategic training programs (employee development and cooperative training with government universities) that built organizational capabilities and strengthened the work environment.
- Enhanced employee satisfaction through surveys, engagement activities, and needs analysis to foster a positive workplace culture.
- Prepared HR reports and KPIs related to recruitment, turnover, and payroll to support senior management decision-making.
- Received outstanding performance evaluations from senior management in recognition of quality, commitment, and consistent excellence.

SKILLS

- Strategic Workforce Planning
- Strong Understanding of Labor Laws and Government Regulations
- Effective Communication, Negotiation, and Influence
- Leadership and Change Management
- HR Analytics and Data-Driven Decision Making
- Innovative Problem-Solving

TRAINING COURSES

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| • Intelligent management & job performance development | 2021 |
| • Legal aspects in human resource management | 2020 |
| • Problem-solving and decision-making | 2020 |
| • Six Sigma Green Belt | 2020 |
| • Human Resources Management | 2017 |