

BADER ALOMAYRI

Human Resources Officer

Tabuk, Saudi Arabia

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PROFESSIONAL SUMMARY:

Human Resources professional with a strong background in document management, administrative support, and customer service. I have a proven ability to streamline HR processes, manage payroll and benefits, and lead recruitment efforts. I excel at building positive relationships with employees and improving workflow. I am committed to confidentiality, providing exceptional service, and building effective relationships with diverse teams and stakeholders.

CORE COMPETENCIES:

- | | | |
|-------------------------------------|------------------------------|---------------------------|
| ✓ HR Management | ✓ Confidentiality Management | ✓ Stakeholder Engagement |
| ✓ Document Management | ✓ Administrative Support | ✓ Time Management |
| ✓ Recruitment & Onboarding | ✓ Oracle System | ✓ Team Collaboration |
| ✓ Payroll & Benefits Administration | ✓ Organizational Skills | ✓ Data Entry & Management |
| ✓ Employee Relations | ✓ Government Relations | ✓ Microsoft Office Suite |

PROFESSIONAL EXPERIENCE:

Human Resources Officer

Mutlaq Al-Ghuwairi Contracting, NEOM

July 2024 - Apr 2025

- Streamlined HR operations through advanced document management and precise employee record keeping.
- Led recruitment and onboarding, enhancing hiring efficiency and employee integration.
- Administered payroll and benefits accurately, ensuring timely and correct compensation processing.
- Resolved employee relations issues, promoting a positive work environment and boosting engagement.
- Leveraged HR software and analytics for effective data management, compliance, and strategic planning.

Document Controller

Jasara Project Management, The Royal Palace in NEOM

Apr 2024 - July 2024

- Proficiently managed SharePoint, ensuring efficient document organization and collaboration.
- Regularly monitored emails for updates and tasks from site and QA teams.
- Promptly followed up on tasks received via email or SharePoint to maintain workflow efficiency.
- Utilized SharePoint's features to streamline communication and task management processes.
- Prioritized tasks effectively based on urgency and importance, enhancing productivity.

Document Controller

Al-Ayuni Investment and Contracting, NEOM

Jun 2022 - Mar 2024

- Proficiently managed document workflows and maintained records using Aconex, ensuring accurate documentation and streamlined processes.
- Diligently monitored emails, promptly addressing inquiries and following up on tasks from the site team or QA team, fostering clear communication and task completion.
- Implemented robust document management practices by preparing electronic copies and securely archiving both electronic and paper copies, ensuring accessibility and preservation for future needs.
- Demonstrated a commitment to detail and organization by meticulously maintaining document integrity and availability, enhancing project efficiency and compliance.
- Upheld best practices in document handling and storage, safeguarding valuable information and contributing to project success.

Customer service

Tanmiah, NEOM

Dec 2021 - Jun 2022

- Provided crucial administrative support to streamline operations and contributing to enhanced productivity and efficiency across departments.
- Demonstrated versatility by efficiently handling a wide range of administrative tasks, including data entry, filing, and correspondence management, ensuring smooth day-to-day operations.
- Exhibited strong organizational skills by prioritizing tasks effectively and managing time efficiently, optimizing workflow and meeting deadlines consistently.
- Acted as a reliable point of contact for internal and external inquiries, effectively liaising between team members and clients to facilitate seamless communication and resolve issues promptly.
- Proactively contributed to process improvements by identifying areas for optimization and implementing solutions to enhance overall administrative effectiveness.

VOLUNTEERING:

- Volunteered to preserve the environment in NEOM.

EDUCATION:

- Bachelor's degree in **Business Administration Management** from Tabuk University in May 2021

LANGUAGES:

- Arabic: Native
- English: Good