

MANAL ALMUTAIRI

HR Specialist

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PROFESSIONAL SUMMARY

Human Resources Specialist with nearly 4 years of experience in HR operations, employee relations, and government platforms. Certified in aPHRi™ (HRCI) and ACHRM (SHRM). Experienced in payroll processing, recruitment, onboarding, and HR administration, with a strong focus on compliance, accuracy, and operational efficiency.

SKILLS

- HR Operations & Administration
- Employee Relations
- Government HR Platform Utilization
- Communication & Interpersonal Skills
- Recruitment & Onboarding
- Microsoft Office & HR Systems
- HR Analytics and Data Management
- Reporting & Documentation
- Payroll Processing
- Bilingual: Arabic, English

PROFESSIONAL EXPERIENCE

Human Resources Specialist | SAMAYA Group LTD Company | Oct 2024 - Dec 2024

- Processed monthly payroll and reviewed employee timesheets to ensure accuracy and on-time delivery.
- Maintained and updated employee data in payroll and HR systems in line with company policies.
- Coordinated with Finance and HR teams to align payroll activities with budgets and compensation structures.

Human Resources Coordinator | Nas For Human Resources Company | Mar 2021 - Sep 2024

- Managed employee inquiries and supported day-to-day HR operations.
- Maintained accurate and confidential employee records in compliance with internal policies.
- Handled HR administrative tasks including work permits, residency processes, and data updates.
- Utilized government platforms (GOSI, Muqem, Qiwa) to ensure full regulatory compliance.
- Supported the full recruitment cycle: job postings, CV screening, interview coordination, and hiring documentation.

PROFESSIONAL INTERNSHIP

Economic Research Intern | ATAC - Asem Taher Arab Consulting Company | Jan 2019 - Apr 2019

- Conducted quantitative research and supported economic and feasibility studies.
- Assisted in building economic models and market analysis reports.
- Analyzed financial and economic data using Excel and EViews.

EDUCATIONAL QUALIFICATIONS

Bachelor of Economics, Princess Nourah bint Abdulrahman University | 2019

Graduated with Honors (GPA: 4.44/5.00)

CERTIFICATIONS - COURSES

Associate Professional in Human Resources - International™ (aPHRi™) | HRCI | Aug 2025

Advanced Certificate in Human Resource Management (ACHRM) | SHRM | May 2025

Professional Skills in Human Resources Management | Al Yamamah University | Nov 2023