

# Deemah Al-Ati

*Human Resources Management*

## CONTACT

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## PROFILE

Energetic, ambitious, and hardworking HR professional with strong skills in multitasking, communication, and teamwork. A fast learner seeking to expand knowledge and contribute in a fast-paced professional environment.

## EDUCATION

Bachelor's Degree in Human Resources Management

Majmaah University | 2020 – 2024

## EXPERIENCE

### HR Specialist | Smartcities Co | 2024 – Present

- Maintaining employee personal data accuracy and security.
- Screening candidates through LinkedIn, Bayt, and email; conducting interviews and sharing feedback.
- Conducting onboarding induction and serving as the first point of contact for new hires.
- Creating employee files, issuing employee numbers, and updating Talent Hub & SAP systems.
- Coordinating clearance processes, final settlements, and offboarding procedures.
- Managing employee social media pages and recognition programs.
- Managing employee engagement events.
- Handling medical insurance tasks.
- Managing government HR platforms including Qiwa, Muqem, GOSI, and Mudad.
- Processing work permit and Iqama renewals and handling related government transactions.

### HR Intern | Al Reyadah Company | 2023

- Executed administrative and office tasks with high efficiency.

## **SKILLS**

Administrative efficiency

Teamwork

Communication

Adaptability

Microsoft Office

Time management

Office administration

Management

## **CERTIFICATIONS**

- Human Resources Management Essentials
- Recruitment and Talent Acquisition
- Employee Engagement and Retention Strategies
- HR Analytics and Reporting
- Labor Law and Compliance for HR Professionals