

Rawan Alnofaeyy

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SUMMARY

Human Resources Specialist seeking to work in a professional environment where I can leverage my experience in recruitment, employee administration, payroll, and government platforms to enhance operational efficiency and support organizational goals.

EXPERIENCE

Human Resources Specialist

Mafaheem Al-Emaar Trading & Contracting Co. | August 2025 - Present

- Managing the full recruitment cycle, including workforce needs identification, job posting, CV screening, conducting interviews, and coordinating onboarding processes.
- Preparing and issuing employment contracts and maintaining organized employee personnel files.
- Processing monthly payroll and ensuring accuracy of salaries, allowances, deductions.
- Monitoring employee attendance, leave requests, absences, and sick leave.
- Issuing employee ID cards.
- Managing HR operations through government platforms such as Qiwa, Muqem, HRDF, Mudad.
- Ensuring full compliance with labor regulations.
- Coordinating international recruitment procedures, including visa issuance, work permits, and related governmental processes.
- Supporting Saudization (Nitaqat) compliance by monitoring localization ratios and aligning recruitment with regulatory requirements.
- Preparing and updating job descriptions to ensure clear roles, responsibilities, and organizational alignment.
- Assisting in developing and monitoring KPIs to support performance management and workforce productivity.
- Supporting performance evaluation processes and maintaining updated employee records.
- Handling employee relations matters, resolving workplace issues, and responding to employee inquiries professionally.
- Processing final settlements and End of service in accordance with Saudi Labor Law.
- Archiving HR and administrative documents in a well-organized and confidential manner.

EDUCATION

Princess Nourah Bint Abdulrahman University | Saudi Arabia.

Diploma in Business Administration | GPA: 4.51 / 5.00 | Second Class Honors | 2019.

OTHER

• Certificates and Courses:

- Associate Professional in Human Resources – International™ (HRCI) | February 2025
- Key Performance Indicators (KPIs) – AL Faisal International Academy | February 2026 (16 Hours)
- Data Analysis Using Microsoft Office | Imdad Al-Maarifa for Education | 30 hours | September 2024.

• Technical Skills

- HR Data Analysis & KPI Tracking
- Recruitment and Selection Processes
- Employee Records and Data Management
- HR Policy Drafting and Implementation
- Performance Tracking and Reporting
- Payroll and Benefits Administration
- Knowledge of Labor Laws and HR Regulations
- Job Description Design
- Government Platforms Management (Qiwa, GOSI, Mudad)

• Soft Skills:

- Effective Communication Skills.
- Time Management.
- Teamwork.
- Adaptability.
- Attention to Detail.
- Organizational Skills.

• Languages: Arabic, English.