

MAY ALMSHRAFI

Human Resources Manager

ABOUT ME

I seek to secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution success of the company.

EXPERIENCE

EDUCATION



2016 - 2018 • The International Retail Academy
Human Resources Diploma degree

2020
present

Human Resources Manager Bussma Valuation Real Estate Company

Human Resources Policies and Procedures.
Approves the regulation in the Ministry of Human Resources
Organization of files - assess the employees's performance
Training and improving the employee.
Supprt the employees and motivate them for improving skills.
Improve the company's strategies and Services.
Aduit the salary budget - Supervise leaves requests
Monitor all the Human Resources operation

Human Resources Officer Bussma Valuation Real Estate Company

Renewal Official documents.
Attendance Records - Announce the vacancies and coordinate interviews.
Storage and archive the documents. - Coordinate meetings via " Jisr HR System "
Create a database contain all the employee's information. - Establish employees training workshops.
formulate internal and external circulars and speeches
I made a comparative study between the best medical insurance companies and presented to the department .
Follow up the Medical insurance Policy.
Jobs offers and Recruitment procedures.
Employment contracts .
Salary Increment and promotions- Work on The financial Clearance..


2019
2020



EXPERIENCE


2020 present

Human Resources Officer: - Part time
Jsaas Valuation Company:

 Renewal Official documents.
Attendance Records - Announce the vacancies and coordinate interviews.
Storage and archive the documents. - Coordinate meetings via “ Jisr HR System “
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Present

Human Resources Officer - part time
jsaas Safety Company:

 Human Resources Policies and Procedures.
Approves the regulation in the Ministry of Human Resources
Organization of files - assess the employees’s performance
Training and improving the employee.
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2019



Employees Affairs and secretary
Saudi Ministry of Health - cooperative “

Courses:

performance Assessments.
KPI course
Administrative supervision

Professional Certificates:

1- SHRM certificate 

2-ISO 9001



SKILLS

Professional Microsoft office	<input type="text"/>	Team work	<input type="text"/>
Computer skills	<input type="text"/>	self Learning -	<input type="text"/>
Responsibility	<input type="text"/>	Motivated-	<input type="text"/>
		Leadership	<input type="text"/>



The Society for Human Resource Management

Hereby confirms

May Muneer Almshrafi

Student ID: SA0030157-D

Has met all the necessary requirements
including passing all assessments needed to be awarded SHRM's:

Advanced Certificate in Human Resource Management

Certification Date: 15th April 2021

Achal Khanna
Business Head - MENA & APAC and CEO - India

CERTIFICATE

This is to certify that

MAY MUNEEER HALAL ALMSHRAFI

has attended and successfully completed the course by passing
the continuous evaluation and the examination on

**Quality Management System
Internal Auditor Course based on
ISO 9001:2015**

Held in Online Microsoft Teams on 20th May 2021
organized by CIA Certification.

Certificate Number: **CIA-OL-052021-104**

Issued Date: **24 MAY 2021**

Authorized by:



Mazen Bezra
Training Manager

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Dorset, Bournemouth
United Kingdom



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