

MEZNAH AL NASSER

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[Linkedin:](#)

PROFILE

A highly organized, hard-working, and reliable person with a proven ability to work professionally, seeking for an opportunity to utilize my acquired skills and training to help myself, the company and my future peers grow.
I want my efforts to make a considerable difference to the company and help in their consequent success.

EDUCATION

- **Higher Diploma in Human Resources**, King Saud University. | 2022
GPA 4.98 of 5
- **Bachelor's Degree of Education**, Princess Noura bint Abdulrahman University. | 2018
GPA 4.61 of 5

EXPERIENCE

- **Coop Training as HR Specialist**, (IHR STO) International Human Resources Co. | 2021
- **Local and International Recruitment:**
 - Receiving manpower requests from departments.
 - Sourcing Candidates.
 - Scheduling Interviews.
 - Preparing job offers.
 - Preparing contract.
 - Preparing Hiring Announcements.
- **Personnel Management:**
 - Preparing work permits, iqamas, and contract's expiry reports to be reviewed by HR Management and to be sent to all departments.
 - Working on the following governmental platforms for reviewing and processing the employee's legal documents: (Muqem, Qiwa, Mudad, GOSI and Chamber of commerce).
 - Maintaining the Saudization percentage to keep the company within the proper nitaqat zone.
 - Preparing the employees Employment letters.
- **Worked** at Baraem Altofolah Schools. | 2019 -2021
- **Administrative Assistant** for 52 volunteer hours at Yanabee Charitable Society.

SKILLS & LANGUAGE

- Teamwork.
- Leadership.
- Problem-Solving.
- Critical Thinking.
- Communication Skills.
- Technical Skills.
- English Language.

TRAINING COURSES

- Saudi Labor Law Course.
- Solving Administrative Problems and Workplace Environment Development Course.
- Personnel Management and Administrative Development Course.
- Strategic Planning Course.
- Job Performance Development Course.
- Introduction to Data Entry and Word Processing Course.
- Writing Administrative Reports Course.
- Modern Management Strategies Course.
- Training of Trainers (TOT) Course.