

# Raghad Asiri

## Summary

Dedicated passionate person seeking to apply my educational background and skills I'm interested in finding a career with an organization that would help me increase my knowledge, experience, and achieve my goals.

## Contact

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- Location: Saudi Arabia – Riyadh
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## Skills

- Microsoft Office
- Team Work
- Multitasking
- Creativity Skills
- Microsoft Dynamics ERP
- Communication

## Training

- Course in Human Resources
- HR assignment course
- Entrepreneurship course
- Management and development course

## Languages

- Arabic
- English

## EDUCATION

### Al Imam Mohammed Ibn Saud Islamic University

2016 → 2021

- Bachelor of Human Resources

## EXPERIENCE

- **Internship: Dr. Sulaiman Al Habib Hospital – Human Resources**  
01 MAY 2021 → 31 JUL 2021
- **Tamheer: Al Borg Diagnostics**  
16 MAY 2022 → Present
- **Payroll:**
  - Handling employee final settlement and EOS process.
  - Handling loan requests and update on system accordingly in accordance to company policy.
  - Handling business trip requests process in accordance to company policy.
  - Collecting time sheets across company departments and overtime sheets.
  - Updating payroll information with deduction, addition, salary changes, with ensuring effective transaction processing.
- **HR Operations:**
  - New joiners addition and profile creation in system.
  - Responsible for employment contract creation and renewal.
  - Preparing reference letters and experience letter "Employment Certificate".
  - Tracking HR lists and do proper update.
  - Responsible for other employee requests "leave request, business card".