

# Huda Alsomali

## Human Resources Management

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### Professional Experience

#### **Administrative and HR,**

Al-Manara Electric Trading Company

07/2022 – present | Riyadh

- Responsible for maintaining the personnel files
- Registering employees in the GOSI, adding, deleting and excluding
- Raise the payment of the monthly bills due in GOSI
- Entering all employee data completely into the approved program for personnel affairs
- Salary certificate

#### **Administrative Assistant,** Absher United Company

2021

- Organize and maintain files
- Schedule and coordinate staff and other meetings
- Write and edit documents
- Coordination of employee contracts
- Rewrite files

#### **HR,**

Saudi Technology Development and Investment coop training.

09/2021 – 01/2022

- Organizing candidate data such as CVs and contact details.
- Review the previous files of job candidates.
- Coordinating interviews and communicating with applicants when needed.
- Preparing reports on recruitment procedures.
- Assistance in the recruitment and appointment of new trainees and review of files.

#### **Receptionist,** Sanad support services.

2021 – 2021

- Hiring, managing, and developing administrative team.
- Preparing meeting and training rooms.
- Answer and direct phone calls.
- Scheduling appointments.

#### **Receptionist,** Curetech Company Ltd.

2020 – 2021

#### **Sales associate,** Anwal United Trading Co.

2019 – 2020

#### **Sales associate,** AK | M.A. Al-Abdulkarim & Co. Ltd

2019

### Volunteering

#### **Training & Development Division At King Faisal Specialist Hospital and Research Centre**

2018

#### **Perfect Choice**

2018

#### **Volunteer in Luxuruy Event,**

Breast cancer awareness campaign

2015

### Education

#### **Bachelor in Business administration,**

Saudi electronic university

2021 – 2023 | Riyadh, Saudi Arabia

#### **Diploma in Human Resources Management,**

Princess Noura University

2019 – 2021 | Riyadh, Saudi Arabia

**With Honor**

### Courses

**Introduction to Human Resources Functions,** DOROOB

**Master Microsoft Excel 2013,** DOROOB

**Academic English Course,**

Princess Nourah bint Abdulrahman

**Ethical Charter for dealing with technology**

### Skills

- Manage and organize events within the team
- covering others tasks to ensure and follow the work progress
- Customer service skills
- Organizational skills
- Quick learner
- Microsoft Office programs
- Communication skills
- Strong in customer service skills
- Ability to work as a team member

### Languages

- (English and Arabic)