

LULU ALNUTIFY

OBJECTIVE

Efficient and tactful Human Resource Coordinator with exceptional ability to interview, screen, evaluate, hire, and develop employees. Able to meet deadlines in a time-efficient manner. Skilled at responding to internal and external Human Resource related inquiries or requests and assistance. Seeking to provide support to various management and administrative functions within the Human Resources Department.

EDUCATION

Diploma in Human Resource Management

Institute of Public Administration | 2022

GPA: 4.19 out of 5

EXPERIENCE

Human Resource Coordinator Intern - Coop Training

Royal Commission for Riyadh city - Human Resource Operations


Department | Feb 2022 - May 2022


- Assisting in updating organization databases by inputting new employee contact information and employment details
- Screening potential employees' resumes and application forms to identify suitable candidates to fill organization job vacancies
- Organizing interviews with shortlisted candidates
- Preparing and sending offer and rejection letters or emails to candidates
- Work on creating contracts through the Oracle program.
- Organizing and maintaining employee files and records and ensuring that they are complete with all necessary data.
- Create a spreadsheet containing all employees data.
- Managing a team and directing them to review employee files and verify the required documents.
- Work on contracts of extend the trial period and temporary contracts.
- Work on the salary fixation form for employees.
- Work on end of service benefits for employees.
- Creating experience certificates and Clearance form employees.


SKILLS


- Human Resource Management
- Customer Service
- Data Entry
- Performance Management
- Business Management
- Emotional Smartness
- Critical Thinking
- Communication Skills
- Documentation
- Problem Troubleshooting
- Leadership
- Team Work

CONTACT

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 [Lulu Alnutify](#)



VOLUNTEER WORK

- Volunteer | The Saudi National Day Festival - 2021



ACHIEVEMENTS

- Excellence Certificate | Institute of Public Administration - 2022



LANGUAGES

- Arabic: Native Language
- English: Intermediate

Human Resource Coordinator Intern - Coop Training

Talent Development and Management Department | Feb 2022 - May 2022

- Reviewing the policies and procedures of the training department.
- Creating a performance evaluation form for trainees
- Coordinating with other organizations to provide training courses for employees
- Creating a spreadsheet containing the trainees' data and the start and end period
- Working on a plan for the dates of establishing and launching human resources projects related to management



COURSES and CERTIFICATES

- Critical Thinking | Misk - 2022
- Data Analysis | Misk - 2022
- Problem-Solving | Misk - 2022
- Human Resource Specialist Course | Technical and Vocational Training Corporation - 2022
- Social Intelligence Skills | Doroob - 2022
- Organizational Intelligence Quotient (IQ) | Misk - 2022
- Computer Basics | Technical and Vocational Training Corporation - 2022
- English Language Training Course | Al-Faisal International Academy - 2019
- Time Management | Ethrai IPA - 2020
- Artificial Intelligence in Human Resources | Saudi GCDC