

Nouf Mohammed Al Shehri

Human Resources

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Objective

To develop my practical skills and contribute to the service of the community and to make the best results for the progress and advancement of the facility that I work for the development and the nature of creativity to the maximum degree of excellence and ambition.

Experience

(Sajaya Medical Care)

Jun 2022 – Dec 2022

HR Specialist (Tamheer Program)

- Sourcing, Screening, and filtering resumes to find out the most suitable candidate for all vacant positions.
- Performing in-person and phone interviews with candidates.
- Interacting with departmental heads to identify the manpower needs and understand various job requirements to provide qualified professional.
- Actively involved in Negotiation, Costing, Preparing Employment Offers, Tracking and doing follow-ups with candidates.
- Performing any other supporting tasks assigned by the supervisor.
- Involving in Onboarding Process and engagement programs.
- Preparing Employment Contracts (Full time, Part time, Freelance)
- Handling government platforms (Qiwa, MOFA & COC attestations, MOH License, GOSI)

(Dr. Suliman Al Habib Medical Group)

Co-op Trainee

Training as a co-op student

Jan 2022 – Apr 2022

Education

Princess Nourah bint Abdulrahman University

Jun 2022

- Diploma in Human Resources (4.65 of 5)

Courses

- Saudi Labor Law.
- Leadership Fundamental.
- Work Stress Management.
- Design Thinking.
- Management Skills.
- Vocational education.
- Introduction to Human Resource.
- Events Management Principles.
- Critical Thinking.

Skills

- Appointment setting
- Excellent planner and coordinator
- Conference planning
- Excellent communication skills
- Computer skills Proficiency in Microsoft Office
- Work under pressure
- Teamwork
- Talent Management
- Leadership skills

Language

English & Arabic.

Personal Information

Nationality: Saudi

Gender: Female

LinkedIn: <https://www.linkedin.com/in/nouf-alshehri-244b89215>