

Sara Saad Alalyan

<https://www.linkedin.com/in/sara-alalyan-276137197/>

Riyadh, Saudi Arabia

Sara.Alalyan12@gmail.com

0560 350 333

CAREER OBJECTIVE

I'm an organized employee able to apply time management in various environments. Seeking better job opportunities to utilize my skills, and to work with other professionals to improve my knowledge.

EXPERIENCE

Human Resources Officer (COOP).
AlAbdullatif Furniture Company.

March – June 2023
Riyadh

- Reviewed and screened applicant resumes to identify qualified candidates.
- Updating employee data in the HR system.
- Create, organize, and update employee files.
- Ensure that employee files have the required documents for each employee such as CV, ID information, transcripts, etc. in accordance with the Saudi Labor System.
- Assist in payroll preparation by providing relevant data, like absences, bonuses, and leaves.
- Ensuring vacation and sick leave are tracked in the system.
- Manage traveling bookings such as annual leaves for non-Saudis, business trips, etc. as per the traveling policy.
- Prepare official letters requested by the employee as per the HR policies and procedures.
- Handle the process of End of Service (EOS) for exiting employees in accordance with the HR policies and procedures and the Saudi Labor System.

EDUCATION

Higher Diploma in Human Resource Management.
Training and Community Service Center, King Saud University

June 2023
GPA: 5/5

Bachelor's degree in Special Education.
King Saud University. Graduated with second class of Honor.

GPA: 4.70/5

Training & Certifications

General English course

British Council Riyadh

June 2017

SKILLS

- Effective communication.
- Time management.
- Attention to detail.
- Collaboration / Teamwork.
- Organized.
- Flexibility.

LANGUAGES

Arabic, English.