

NADA ALZHRANI

HR Specialist - CIPD

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RIYADH

WORK HISTORY

NMKCO- HR Specialist

Riyadh, Riyadh Region

05/2023 - Current

Taking measures, systems, and forms for monitoring employees, contributing to supervising the implementation of sick and emergency leave policies, updating information related to employees, dealing with their complaints and inquiries professionally, and requesting specialized documents and reports related to the field of clean human resources operations and preservation.

Also one of the job duties is medical insurance. And all government platforms such as (GOSL, QIWA, MUDAD, MUQEEM, EFAA)

Office of Lawyer AHMED AL MOHAIMED- COOP

Riyadh Jan- June 2022

Conducting legal research
Drafting and reviewing documents
Login to Government's Website Platform
Communicating with clients
Preparing hearings, trials, and meetings
Organizing and maintaining files

COURSES

- Human Resource Management-by Emmar Training institute
- Training of Trainers-by Emmar Training institute
- A symposium on legal and judicial decisions regarding women's rights, organized by the National Family Safety Program in cooperation with the Ministry of Justice
- Labor culture according to the Saudi labor system basic work skills 1, 2
- Marketing through social media Executive Secretarial Series
- Customer relationship management and entrepreneurship

PROFESSIONAL SUMMARY

HR SPECIALIST WITH EXPERIENCE ,EMPLOYEE HIRING AND ONBOARDING, PERFORMANCE MANAGEMENT AND HR RECORDS. RELIABLE AND ORGANIZED TEAM MEMBER WITH THE ABILITY TO COMMUNICATE EFFECTIVELY AND HANDLE OFFICE CHANGES. SKILLED AT BUILDING AND MAINTAINING RELATIONSHIPS, REPRESENTING SHARED COMPANY VALUES

EDUCATION

Chartered Institute of Personnel and Development (CIPD)

-Acado 2023

Law Diploma

Kind Saud University, Graduation- 022

SKILLS

- Work well with different operating systems, including Windows & Mac.
- Multi-cultural sensitivity & awareness skills
- Detail oriented & Extremely organized
- Self-motivated, knowledgeable, and eager to learn.
- Strong Work Ethic
- Work under pressure

LANGUAGE

Bilingual - proficient in written and spoken Arabic & English

SYSTEMS/ PROGRAMS

- ORICAL
- Microsoft Office Programs including Access, Excel & Word