

NADA ALZHRANI

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OBJECTIVE

HR professional with experience in employee recruitment, training, 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 the company's shared values

EDUCATION

Law Diploma | 2022
Kind Saud University

WORK HISTORY

05/2023 - Current

Senior HR specialist| NMKCO

- 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 (GOSI, QIWA, MUDAD, MUQEEM, EFAA)

Jan-June 2022

Office of Lawyer AHMED AL MOHAIMED-COOP

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

COURSES

- Chartered Institute of Personnel & Development "CIPD" | Certificate | AVADO
- 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 entrepreneurs

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

LANGUAGES

- Bilingual proficient in written and spoken Arabic & English