

# Alia Ahmad AlMandeel

## CAREER OBJECTIVE

Professional Recruitment Specialist capable of evaluating candidates, assessing their resumes and credentials, conducting interviews, and building a network of potential employees. Proficient in consulting with hiring managers on recruitment needs, developing recruitment selection criteria, and sourcing suitable candidates through a variety of channels. Seeking a challenging position where my diverse skills and knowledge would be fully utilized and expanded while making a significant contribution to the company's success.

## WORK EXPERIENCE

### Talent Acquisition – Recruitment Specialist.

Emdad AlKhebrat | HRSD Projects | Specifically Tawteen Project  
| Oct 2021 - Present

Train job seekers on how to highlight strengths and turn weaknesses into strengths. Collect lists of job seekers by communicating with universities, conducting surveys, and publishing them on social media platforms.

Provide training to job seekers on how to conduct themselves in personal interviews and effectively succeed in the interview process.

Communicate with companies that have agreements with the Tawteen Project to provide suitable job vacancies for our available database.

Maintain contact with candidates who are offered jobs for agreed-upon vacancies and ensure that the terms and conditions of the project are fulfilled by the company or institution.

Conduct preliminary job interviews for job seekers to get to know them better and make it easier for us to find the appropriate job vacancy for them.

### Customer Service Coordinator

Riyadh International Convention and Exhibition Center for COVID-19 Vaccine  
| Mar 2021 - Jun 2021

Organized delegations of diplomats for various events.

Managed the reception hall which used to receive a large number of visitors.

Ensured that overcrowding was prevented by effectively organizing the space. Welcomed visitors, recorded their data, and ensured that they completed the required doses.

Developed and implemented COVID-19 safety protocols and guidelines, ensuring compliance with regulations.

## COURSES AND CERTIFICATIONS

Human Resources Management and Administrative Development Specialist  
| Future Sawaeid Institute for Training | 60 Hours | Jun 2020

Human Resources Management | Oxford Academy for Training and Consulting  
| Jun 2020

## REFERENCES

References are Available Upon Request.

## CONTACT DETAILS

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Alia AlMandeel

Riyadh, Saudi Arabia

## EDUCATION

### Diploma in Human Resources

Princess Nourah Bint Abdulrahman University  
| 2019

GPA: 3.99 out of 5.00

## ACHIEVEMENTS

Interviewed 3,698 job seekers and facilitated the acceptance of 3,570 candidates within one year through my nominations, database, and available vacancies with various companies while working on the Tawteen Project.

## SKILLS

Human Resources Management

Talent Acquisition

Recruiting

Scheduling

Interviewing

Employee Relations

Quality Management

Operation Coordination

Process Improvement

Customer Service

Report Writing

Microsoft Office

Team Leadership

Problem-Solving

Decision-Making

Time Management

Communication

## LANGUAGES

Arabic: Native

English: Professional