

AMEERA ALOTHMAN

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OBJECTIVE

Passionate and Proven Achiever Human Resources Professional, Seeking an opportunity in which I can utilize the knowledge and skill that I have acquired so far in my career, at an organization that has great potential for employee Growth and Exposure to further add to chance to achieve my career aspirations

EXPERIENCE

HR Specialist

Jun 2022 – present.

(Riyad Bank)

Employee Registration into the Oracle System.

Work on the government website (GOSI, Muqeem, Qiwa, MOL).

Transferring of sponsorship (In – out)

Add the new employees in the medical insurance.

Work on Registration and Termination.

Prepare letters such government letters, warning letters, salary letters, and other type of letters..

Create ID numbers for new employees and issue cards.

Filing and archiving.

Implementing various HR operation.

Provide weekly and monthly reports.

HR Specialist (Internship).

Dec 2021 – Jun 2022

EDUCATION

Diploma – Human Resources

Princess Nora Bint Abdulrahman University

GPA: 4.62 Second honor

Computer Proficiency Training course.

SKILLS

Microsoft office.

Hiring and training.

Time Management.

Multitasker.