

# Areej Alharbi

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## Objective

An experienced professional senior employment advisor, with a track record of success in recruiting, equipped with highly effective technical skills such as training, interviewing skills, performance management, customer relationship management (CRM), counselling, personnel management, and screening applicant, in addition to soft skills such as critical thinking and career management. Added is a deep knowledge of the processes and how to handle them. Have exceptional communication, self-management and organizational skills. Seeking a stable, challenging, and rewarding position where my diverse skills and knowledge would be utilized and expanded while becoming a great asset to the employer as well as growing and improving myself personally and professionally.

## Core Competencies

Customer Relationship Management (CRM)	Training Skills	Personnel Management
Communication Skills	Recruiting	Interviewing
Performance Management	Career Management	Counselling

## Experience History

### Senior Employment Advisor

2021 - Present

#### Taqat Project, Sawaeed

- Gathering informational resources and assisting with the identification and evaluation of career path options
- Leading the development, coordination, and execution of varied projects, strategies, and professional development opportunities (e.g., job fairs, career workshops, lectures)
- Supporting the company in the acquisition of new clients and the enhancement of current client relationships
- Recognizing client needs and developing suitable staffing strategies
- Choosing relevant marketing platforms and preparing accessible job vacancy announcements
- Using a variety of recruitment techniques to find people for open jobs
- Utilizing databases and social media to communicate with applicants while evaluating resumes and job applications
- Conducting candidate interviews and coordinating assessments
- Choosing the best applicants for varied job openings and roles
- Streamlining the recruiting process and following up on agreements reached between applicants and company owners.
- Participating in recruitment forums and events
- Preparing and drafting reports and submitting them to the administration
- Receiving assignments to attend project meetings with high management to discuss branch performance
- Training the branch's employees on the new customer service system
- Coaching the branch's personnel on the new work procedures and mechanisms
- Training new branch staff on the whole work process

### Career Advisor | |

2016 - 2021

#### Taqat Project, Elm

- Recruiting and retaining qualified people for a variety of jobs
- Developing contacts with job seekers and researchers who are qualified
- Sorting CVs (Curriculum Vitae), conducting job interviews, and reviewing researchers and all tasks that need to be completed.
- Communicating with candidates during the hiring process
- Keeping track of the job's daily operations to maintain company continuity
- Participating in job fairs
- Cooperating with other divisions to meet quality standards, improve performance, and obtain better outcomes
- Contributing to the identification of possibilities for process improvement
- Assisting with weekly and monthly report preparation
- Taking over branch administration in the absence of the branch manager
- Getting assigned to attend project-related meetings with top management.
- Participating in the project management team's monitoring of the branch's performance
- Taking part in productivity-boosting and improvement suggestions
- Teaching the branch's staff about the new systems and processes in the working mechanism
- Educating new staff in the branch about the entire work mechanism

## Career Advisor

2012 - 2016

### Taqat Project, Elm

- Analyzing clients' career-related objectives, anxieties, and uncertainties throughout the consultation process
- Examining clients' personal and educational endeavours, as well as how the manifestations of these may influence their future career choices.
- Assisting customers with aptitude, personality, and other tests
- Developing ties with job searchers and those who are qualified for jobs
- Filtering Resumes and job applications into categories for various roles
- Assessing candidates for jobs and appraising researchers
- Keeping in touch with candidates during the hiring process
- Following the job's day-to-day activities to maintain company continuation
- Contributing to the identification of possibilities for process improvement
- Assisting with weekly and monthly report preparation
- Carrying over branch operations in the unavailability of the branch manager
- Attending project meetings with senior leadership is part of the task
- Assisting the project management team's monitoring the branch's efficiency
- Participating in efforts to enhance productivity and generate new ideas

## Supervisor

(2011)

### Modern Girl High Academic Institute for Training Women

- Take required security precautions when candidate arrives for testing by checking two forms of identification, taking an image capture and collecting vouchers, when applicable.
- Check in candidates, escort them into testing area, and instruct examinees on use of computer.
- Monitor candidates while they are taking their tests.
- Sign candidates out of testing room when testing is complete, or for breaks.
- File irregularity reports for unusual situations.
- Ensure all locks and security systems are properly used. Responsible for holding keys to the testing facility. g. Respond to temporary crises and difficult situations; e.g., technical malfunction. Act as representative of Prometric and proxy for the testing client.

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## Education and Certifications

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### CIPD Level 5 Diploma in Human Resource Management

March 2023

### Bachelor's Degree in English Language

Tabuk University | Tabuk , Saudi Arabia

2009

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## Courses

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- Personnel Administration.
- Professional Human Resources Manager.
- Kaizen (Continuous Improvement).
- Customer Service.
- Total Quality Management Diploma (Online).
- Strategic Management Diploma (Online).
- Recruitment Consultant.
- Apply Quality in Public Sector.
- Change Management Stages in Applied Quality in institutional Performance.
- Advanced Information Technology Skills, Cambridge Certificate.

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## Achievements

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- Training new branch's staff on the whole work mechanism from 2020 to 2022
- Training the branch's personnel on the new systems in the working mechanism from 2015 to 2022
- Successfully conducted and implemented CRM Branch Training in 2015 , 2022
- Successfully managed the Branch for 6 Months and achieved Performance Increasing in 2016.

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## Appreciations

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- Appreciation certificate for Outstanding Performance in Achieving 1st Qtr. Targets in 2014.
- Appreciation certificate for Outstanding Performance in 2nd Qtr. in 2014.
- Appreciation Certificate for great contributions to the Taqat project's success.
- Appreciation Certificate for being perfect Employee in Feb 2015.
- Appreciation Certificate for being perfect Employee in July 2015.
- Appreciation Certificate for being perfect Employee in Nov 2015.
- Appreciation Certificate for being perfect Employee in Apr 2016.
- Appreciation Certificate for being perfect Employee in Sep 2016.
- Appreciation Certificate for being perfect Employee in Apr 2017.
- Appreciation Certificate for being perfect Employee in Nov 2017.
- Appreciation Certificate for being perfect Employee in May 2018.
- Appreciation Certificate for Outstanding Performance in Mar 2020.
- Appreciation Certificate for Outstanding Performance in Nov 2020.