

ZAINH ALAHMRI

HUMMAN RESOURCES

CONTACT

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Kingdom of Saudi Arabia - Riyadh

SKILLS

1. Communication skills
2. Administrative expert
3. Organizational skills in Human Resources
4. Time management

EDUCATION

King Saud University

Diploma of Human Resources

2021-2023

Courses

Course on computer basics-Edraak

Course on time effectively-Doroob

LANGUAGES

Arabic



English



PROFILE

Human Resource Management Entry Level Seeks An Opportunity Where Experience In Staffing Employee Relation Project Management And Superior Communication Skills Will Enhance Over Strategic Plan And Direction Of An Organization

WORK EXPERIENCE

HR Specialist

Rawnaq Engineering Consultancy Office

2021-Present

Coordinating with hiring managers to identify staffing needs , determining selection criteria , sourcing potential candidates through online channels (e.g.social platforms and professional networks).

Plan interview and selection procedures, including screening calls, assessments and in-person interview assess candidate information, including resumes and contact details, using our applicant tracking system design gob descriptions and interview questions that reflect each position's requirements

HR Coop Training

Al-Faisaliah Medical System

March-June 2023

Liaising with internal departments to determine recruitment needs determining selection criteria hiring profiles and job requirements for vacant positions sourcing potential candidates through online company career portals recruitment sites job boards social platforms as well as print media posters and flyers when required managing hiring processes via electronic applicant tracking systems evaluating applications and screening candidates via calls or emails as well as facilitating pre-interview assessments