

# LINA MOHAMMED AL-SADOON

To work in an independent establishment that's known for its respectful reputation, competitive and challenging, yet enhancing indoor cooperation and communion activities that improves my talents that were gained from my prior practical experiences and stimulates my studies, and adapts to the latest technical methods and privileges its employees based on collaboration aspects and beliefs in order to succeed in the modern demanding and challenging era.



Riyadh, Saudi Arabia



13-04-1982



+966553030311

linaa.alsadoon@gmail.com

## EDUCATION

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**2008 - 2010**

**Gulf Centre for Training and Education (NewHorizon)**

Diploma in Computer Programming

## EXPERIENCE

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**March 2019 - present**

**Sara Group Holding**

Recruitment Specialist

**March 2015 - April 2016**

**Riyadh Exhibitions Company Ltd (REC)**

HR- Manager

**January 2013 - June 2014**

**MideViza**

HR Specialist Recruitment

Find the workforce and employ them properly

- Preparing staff contracts and offers career
- Complete all full recruitment procedures of determining salary
- Conduct interviews with applicants
- Continue the employee and installation

**January 2012 - January 2013**

**Dr.SULAIMAN AL HABIB medical group**

HR Secretary

Staff recruitment and logistics

- Performance management and improve tracking systems.
- Employee orientation, development, logistics and training, record-keeping.
- To assist in employee relations.
- Company at the committee level facilities and participation.
- Compensation and Benefits and records management.
- The safety of staff, and care, wellness, and health
- Reporting, sorting and distribution of departmental staff Employee Services.
- Maintain personnel files and filing system HR.
- Assist in the process today, a day after the efficiency of the HR office.
- Work on the PPS system staff.
- Work on the contracts with the staff assessment and increases.
- Alleged fingerprint system CAT.s and the drawers Salaries.
- Work on ID cards for staff.

## SKILLS

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- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills
- ✓ Planning and Organizing

## SOFTWARE SKILLS

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Microsoft Word



Microsoft Excel



Microsoft Powerpoint



## TRAINING

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- Improved Customer Service, Institute of Newhorizonin 2009

## REFERENCE

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Available upon request

## PERSONALITY

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- ✓ Communicative
- ✓ Punctuality
- ✓ Creativity
- ✓ Organized

## LANGUAGES

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Arabic



English

