

Dalal Mohammed Al Dusari

Human Resources Specialist

Personal Information

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Address

Riyadh

Career Objective

Human Resources Specialist, in addition to more than two years of experience in Human Resources Administration field, with effective communication and listening skills. Seeking for a Human Resources Specialist position that helps me apply my practical skills to recruit, support, train, and place employees of a company. Looking forward to fully achieving the company's goals as needed.

Education

Cultural High Institute
Diploma of **Human Resources Administration**

2018

Technical Skills

- Microsoft Office
- SAP system

Experiences

Scientific and Medical Equipment House

7/2018 – PRESENT

Human Resources Specialist

- Supervising and working on the salaries and the entitlements of the employees.
- Raising vacations and End Of Service the employees through SAP system.
- Following up the company rents, booking cars, and making the letter on the Chamber of Commerce.
- Contributing to the development of an electronic payment mechanism for filling cars petrol.
- Recording rents as well as contributing to the development of a special rent form.

Personal Skills

- Communication Skills
- Time Management
- Team Work
- Flexibility
- Details Oriented

Certifications and Training

Human resources administration course
Work system course
SAP System course
Human Resources Specialit course

2020

2020

2019

2020

Languages

- Arabic
- English