

Dalal Mohammed Al Dusari

Human Resources Specialist

Personal Information

Phone

0532270566

Email

dalalmaldusari@gmail.com

Address

Riyadh

Technical Skills

- Microsoft Office
- SAP system

Personal Skills

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

Languages

- Arabic
- English

Career Objective

Human Resources Specialist, in addition to more than two years of experience in Human Recourses Administration field, with effective communication and listening skills. Seeking for a Human Recourses 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 Recourses Administration**

2018

Experiences

Scientific and Medical Equipment House
Human Resources Specialist

7/2018 – PRESENT

- Supervising and working on the salaries and the entitlements of the employees.
- Raising vacations and final exit for 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.

Certifications and Training

Human resources administration course
Work system course
SAP System course

2020
2020
2019