



## CONTACT INFO

E-mail: Maram.Alotaibi95@gmail.com

Phone: 0553580755

## TRAINING COURSES

- Human resources management course(HRP).
- Online course in Human resources management(IBMI).
- Legal aspects of human

## SKILLS

- Training and Development.
- Prepare reports and training program.
- Saudi Labour Law.
- Effective communication.
- Prepare job description's.

# MARAM ALOTAIBI

## CARRER OBJECTIVE

A fresh graduate of Human Resources Management currently looking to work in a position in a leading organization with supportive and positive work environment to apply my knowledge and skills in Human Resources Management field in the best way possible to contribute in the organization development.

## EDUCATION

❖ **High Diploma in Human resource Management with the first honors.**

Maimaah University 2022

❖ **Bachelor in English Language and Translation.**

Princess Nora University 2018

## EXPERIENCE

❖ **HR coordinator at HNH hospital 2022- present**

- Assist With all internal and external HR related inquiries or requests.
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
- Assist With the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Assist With performance management procedures.
- Perform orientations and update records of new staff.

❖ **Coop trainee at Estidama Company 2022**

- Policy and procedures.
- Creating contracts, job offer and clearances.
- Updating the salary scale and benefits.
- Acquisition, Interviews and Recruitment.

❖ **Senior Business Consultant at Insurance House Company 2019-2022**

- Manages social media channels and coordinate ad campaigns.
- Analysis data and Prepare reports.
- Interviewing and training.

❖ **Interpreter at TarWeer 2019**

- Interpreted "P4C" program With ministry of education.

❖ **Coop trainees at Deanship of Community Service and Continuing Education at princes Noura university 2018**