

# ♀ Amal Al Busair

📍 Riyadh, SA | [am.albusair@gmail.com](mailto:am.albusair@gmail.com) | ☎ +966598288289 | [linkedin.com/in/Amal-Albusair](https://www.linkedin.com/in/Amal-Albusair)

## Summary

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Capable HR Specialist comfortable with taking the lean in employment protocols compliance and in anticipate staff needs. Trained in a large five stars hotel. Maintains clear and excellent communication between HR management and employees.

## Education

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Institute under the supervision of the technical and vocational training Corporation held *Jan 2010 – May 2013*  
Associate's degree in Computer Science with a concentration in Networking Technology  
GPA: 4.31/5

## Experience

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### HR Specialist

*Nov 2018 – Present*

*Narcissus Hotel Riyadh, Saudi Arabia*

- Use system (Solation for HR).
- Coordinate the recruitment, employee relations and administration.
- Discuss employee relation matters and disciplinary issues with staff and provide guidance as needed.
- Following and updating employees over time and processing monthly payroll (On job training).
- Sat up interviews and issued a relevant correspondence.
- Organizing organizational structures.

### HR Officer

*May 2017 – Oct 2018*

*Movenpick Hotel Riyadh, Saudi Arabia*

- Use system (HITS for HR).
- Processed, verified, and maintained personnel related documentation, including staffing, recruitment, performance evaluations, and leaves absences.
- Register new employees with GOSI (Add&Deleat).
- Arranged travel accommodations and processed expense forms (TKT).
- Participated in HR projects and helped in organizing a job fair event.
- Performed additional tasks upon request.
- Responsible for medical insurance.
- Responsible for employees' records.
- Thorough knowledge of labor laws and achieve with employee when irregularities.

## Courses

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- Pre-Opening at Movenpivek hotel.
- Legal aspect of HR management.
- Developing the skills of HR specialist (ILM).
- Saudi labor arrangement.
- Importance of time – PHP.
- Writing action plan – PHP.
- Skills development in HR.
- Circle M.

## Skills and Endorsement

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- Microsoft Office.
- Team Management.
- Customer Service.
- HR management.
- Group wok.