

HANAN ADAWI

HR SPECIALIST.

+966597191430

Hanan.mohammed2233@gmail.com

Riyadh, Saudi Arabia

[Hanan Adawi](#)

Education

Diploma's Degree in Administrative Science, Office Administration Major

Princess Nourah Bint Abdul Rahman University | May 2020

- Graduation Project**

Let's Move: Providing a bicycle transportation service for female students inside the university campus.

Courses

- **Master Barista** | Espresso Academy | SCA | 2022
- **Junior Barista** | Espresso Academy | SCA | 2022
- **English Language Level 1** | 60 H | Qaurters | Feb 2022
- **Sales Accounting** | Al Othaim Training Center | Apr 2021
- **How to be A Good Talker** | Princess Nourah Bint Abdul Rahman University | Feb 2020
- **Creating Effective Social Networks** | 3 H | Doroob | Feb 2020
- **Personnel Development** | 6 H | Doroob | Feb 2020
- **Determine Your Career Path** | 3 H | Doroob | Feb 2020
- **Marketing Through Social Media Channels** | 3 H | Doroob | Feb 2020
- **Teamwork Skills** | 2 H | Doroob | Feb 2020
- **Career Planning** | 2 H | Doroob | Feb 2020
- **Cyber Security** | Princess Nourah Bint Abdul Rahman University | Oct 2019
- **Basic Work Skills 2** | 5 H | Doroob | Sept 2019
- **Basic Work Skills 1** | 4 H | Doroob | Sept 2019
- **First Aid and Manual CPR** | King Abdullah Bin Abdalaziz Hospital | Mar 2019
- **Communication in The Workplace** | 3 H | Doroob | Mar 2019
- **Societal and Intellectual Dialogue** | Princess Nourah Bint Abdul Rahman University | Mar 2019
- **Volunteering Work** | 64 H | Al Sholah High School | 2018
- **Basic Operations Training Course Level 1** | Dr. Cafe Coffee

Skills

- Operational Training
- Sales
- Marketing
- Teamwork
- Cyber Security
- Communication
- Time Management
- Active Listening
- Delegation
- Tactical Planning
- Process Improvement
- Troubleshooting

About

Talented HR Specialist has experience in achieving and encouraging creativity and higher-order thinking with purchasing, operational management, and developmental training with the aims of increasing customer satisfaction performance, bringing a wealth of experience in performing general administrative duties, putting training plans, and providing organizational skills. Seeking a challenging position in a progressive organization where my abilities will be fully utilized in providing quality and efficient administrative support to the company's activities, and ensuring its smooth running.

Experience

HR Specialist

Espresso Academy (ARMA INSTITUTIONS) | Aug 2022 - Present

- Implementation and evaluation of all health and life insurance program management policies and procedures.
- Design and implement effective training and development plans.
- Conduct quarterly and annual employees performance reviews, ensure employees records are maintained and updated with new employments information or changes in employment status, identify the company's staffing needs and manage the hiring process to ensure it runs smoothly.
- Track departmental budgets, respond to employee inquiries and resolve issues in a timely and professional manner Interview shortlisted candidates and maintain an employee database for future vacancies

Basic Operations Trainer

Dr.Cafe Coffee Company | Apr 2021 - Jul 2022

- Liaise with managers to determine training needs and schedule training sessions.
- Design effective training programs.
- Conduct seminars, workshops, individual training sessions etc.
- Prepare educational material such as module summaries, videos etc.
- Support and mentor new employees.
- Keep attendance and other records.
- Manage training budgets.
- Conduct evaluations to identify areas of improvement.
- Monitor employee performance and response to training.

Sales Representative

Kafa'a for Maintenance and Operation | Jul - Oct 2020