

HAWRA ABDULAZIZ AL GHAZWI

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 Al Qatif, Eastern Province, Saudi.

 Saudi

PROFILE

I am experienced in HR, seeking a full-time job, where I can apply my acquired knowledge in a competitive environment which achieves my passion to have more excellent experience and strong Skills.

SKILLS

- Payroll
- Reporting skills
- Excellent MS (excel, word, and power point)
- Adobe Photoshop
- Adobe Illustrator
- Organized
- High Flexibility

EXPERIENCE

HR COORDINATOR

Absolute Power. Dammam

Aug,2021 - Jul,2022

- Collect data on working hours for each employee
- Update payslip per month
- Prepare employee record and file
- Creat new labor contract
- Write and direct letters for competent authorities
- Coordinate training
- Design employee ID card
- Handover/ takeover assets

HR SPECIALIST (TAMHEER)

OSN, Khobar

Oct,2019 - May,2020

- Create Accounts for joiner through the system
- Sorting, shortlisting, and offering candidates
- Reviewing bills and upload claims through HRDF
- Tracking air way bills in the SC dep.

EDUCATION

HIGH DIPLOMA OF HUMAN RESOURCES MANAGE

Institute of public administration

2016-2019

GPA: 4.35 / 5

COURCES

EFFECTIVE LEADERSHIP IN SCM

Sharqiyah Chamber. Dammam
Dec, 2021

HRM PROGRAMS

Ministry of Media. Dammam
Dec, 2019

ENGLISH COURSE

English First (EF). Online
Nov, 2019

LANGUAGES

ENGLISH

INTERMEDIATE

ARABIC

NATIVE