

Huda Alsomali

Human Resources Management

📍 Riyadh ✉ Houda.1420@gmail.com ☎ 0509299974 📄 Saudi in www.linkedin.com/in/huda-as-1137361ab

Professional Experience

Administrative and HR,

Al-Manara Electric Trading Company

06/2022 – present | Riyadh

- Responsible for maintaining the personnel files
- Registering employees in the GOSI, adding, deleting and excluding
- Raise the payment of the monthly bills due in GOSI
- Entering all employee data completely into the approved program for personnel affairs
- Salary certificate

Administrative Assistant, Absher United Company

2022

- Organize and maintain files
- Schedule and coordinate staff and other meetings
- Write and edit documents
- Coordination of employee contracts
- Rewrite files

HR,

Saudi Technology Development and Investment coop training.

09/2021 – 01/2022

- Organizing candidate data such as CVs and contact details.
- Review the previous files of job candidates.
- Coordinating interviews and communicating with applicants when needed.
- Preparing reports on recruitment procedures.
- Assistance in the recruitment and appointment of new trainees and review of files.

Receptionist, Sanad support services.

2021 – 2021

- Hiring, managing, and developing administrative team.
- Preparing meeting and training rooms.
- Answer and direct phone calls.
- Scheduling appointments.

Receptionist, Curetech Company Ltd.

2020 – 2021

Sales associate, Anwal United Trading Co.

2019 – 2020

Sales associate, AK | M.A. Al-Abdulkarim & Co. Ltd

2019

Volunteering

Training & Development Division At King Faisal Specialist Hospital and Research Centre

2018

Perfect Choice

2018

Volunteer in Luxuruy Event,

Breast cancer awareness campaign

2015

Education

Bachelor in Business administration,

Saudi electronic university

2021 – 2023 | Riyadh, Saudi Arabia

Diploma in Human Resources Management,

Princess Noura University

2019 – 2021 | Riyadh, Saudi Arabia

With Honor

Courses

Introduction to Human Resources Functions, DOROOB

Master Microsoft Excel 2013, DOROOB

Academic English Course,

Princess Nourah bint Abdulrahman

Ethical Charter for dealing with technology

Skills

- Manage and organize events within the team
- covering others tasks to ensure and follow the work progress
- Customer service skills
- Organizational skills
- Quick learner
- Microsoft Office programs
- Communication skills
- Strong in customer service skills
- Ability to work as a team member

Languages

- (English and Arabic)