

LINA ALOTAIBI

📍 RIYADH, SAUDI ARABIC 📞 +966557674144

◦ DETAILS ◦

Riyadh
Saudi Arabic
+966557674144
linamaiith@icloud.com

◦ LINKS ◦

[LinkedIn](#)

◦ SKILLS ◦

Effective Time Management

Ability to Multitask

Microsoft Excel

Fast Learner

Ability to Work Under Pressure

Microsoft Office

Ability to Work in a Team

Adaptability

Communication

Management

◦ LANGUAGES ◦

Arabic

English

👤 PROFILE

A Human Resources Coordinator position in HR operations in which I can support with effective on-boarding and off-boarding procedures that contribute in achieving the HR department stated goals as well as my goals in which to grow within the field of HR, gaining more knowledge in leadership, and using my talents to benefit the organization's objectives.

📁 EMPLOYMENT HISTORY

HR Operations Coop Training at Ernst & Young, Riyadh

February 2022 — May 2022

- Creating Contracts
- Employment Letters
- Exited employees process
- Answering employees inquires and explaining laws and policies

Human Resources Graduate Coordinator at AECOM, Riyadh

June 2022 — December 2022

- Supporting of the On-Boarding process by making induction and introducing employees to the company and to ensure a smooth process for new hires.
- Auditing new hires contracts and positions prior exporting them in the system.
- Supporting with transferring internal employees to new projects.
- Supporting employees with a cash advance based on the company policy.
- Responsible of updating employees data for new hires and exited employees.
- Responsible of the Off-Boarding process with resignations, terminations, end of services, and clearances.
- Responsible for government websites as (GOSI).
- Dealing with the daily HR operations and implementing effective HR policies to ensure all practices are in compliance with the Ministry of Human Resources.

🎓 EDUCATION

High School Diploma, Brighton High School, Rochester, NY

January 2016 — December 2019

Human Resources , Institute of Public Administration, Riyadh

January 2020 — May 2022

GPA 4.84 out of 5

CIPD Level 5, Avado, United Kingdom

September 2022 — July 2023

Associate Diploma in People Management