



MARYAM ALBASHRAWI

Saudi Arabia

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ABOUT ME

Extensive knowledge of HR administration, payroll, recruiting, training, and managing employee records. Demonstrated ability to work effectively and efficiently in team-based environments. Looking to bring valuable expertise to individual and organization growth.

EDUCATION

TECHNICAL COLLEGE 2018

- High Diploma in Business Insurance
- Associate Diploma in Business Administration
- Cambridge English certificate level (B1).

SKILLS

MULTI-TASK MANAGEMENT

MICROSOFT OFFICE SUITE

ORGANIZATIONAL MANAGEMENT

COMMUNICATION SKILLS

LEADERSHIP SKILLS

LANGUAGES

ENGLISH

ARABIC

WORK EXPERIENCE

ERAM TRANSPORTATION CO.

Dammam
Sep 2019 - Present

Human Resources Specialist

- Ensured all staff were aware of and conforming to standards by explaining, enforcing and championing HR policies.
- Implement the MOL regulation that govern employment and labor practices.
- Organization and handling all HR operation requirement including personal files, Contracts, Vacation pay, End of service, Employees letters, flight booking..etc
- Recruitment Processes and Coordinating Internship Program.
- Monthly Payroll.
- Managing Ministries Websites: MOL, GOSI, Muqem, Tamm, Asharqia Chamber... etc.

ERAM TRANSPORTATION CO.

Dammam
Jan 2019 - Aug 2019

Insurance Specialist

- Worked as insurance unit for all company branches, provided car & medical and Social Insurance.
- Followed up on company's accidents and claims.

INTERNSHIPS

RAWABI HOLDING TOWER

Dammam
Jun 2018 - Aug 2018

Trainee

- Trained as member of facility management's team (Inspection, Receptionist).

EXCELLENCE MEDICAL CENTER

Qatif
Aug 2016 - Oct 2016

Trainee

- Trained as a part-time clerk and performed duties related to data entry, creating appointments, record management and to use industry software related to medical office management and data entry.

COURSES

Apr 2020

Development of HR Specialist- level 1, Noon Horizons Center

Mar 2018

Performance in customer service skills, Technical College

ACTIVITIES

Technical College

Member of student council

Qatif Charity
Jun 2017

Volunteering in the forum academic disciplines