

Meshal Alfawwaz

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Objective

Joining a learning and professional work environment enables me to develop my skills and utilize my skills and knowledge to be the best of my abilities and contribute positively to my personal growth as well as the growth of the organization.

EDUCATION

JAN 2019 – May 2022

Bachelor in Business Administration - Systems Track, Arab Open University

– RIYADH (GPA 3.20 of 4) undergraduate

OCT 2017 – MAY 2018

Diploma in Human Resources Management, Chamber of Commerce –

RIYADH (GPA 95 of 100)

EXPERIENCE

OCT 2017– Present

Human Resources Specialist, Al-Majd Media Network.

- Handling operations of the HR functions and duties, Provide clerical and administrative support to Human Resources executives.
- payroll preparation by providing relevant data (absences, bonus, leaves, etc.) and Preparing and review other compensation and benefits packages.
- Administer health insurance programs.
- Be actively involved in recruitment by, posting ads, and managing the hiring process, Coordinate communication with candidates and schedule interviews, Conduct initial orientation to newly hired employees.
- Creating the official letters (employment proofs, experience letters, salary certificates...) and any other documents requested.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Process employees' queries and respond in a timely manner.

SKILLS & LANGUAGE

- Computer use. (Excellent)
- English Language. (Good)
- Write clear reports. (Excellent)
- Read and understand work-related materials. (Very good)

CERTIFICATES

- Diploma in Computer.
- Public relations.
- Electronic archiving and archiving of documents.
- Create and manage websites.
- Office Management.