

Mona Althawab

 Riyadh

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 Mona Althawab

PROFESSIONAL SUMMARY

Seeking a responsible and challenging position in a growth oriented progressive Institution where my skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth

EDUCATION BACKGROUND

Bachelor Degree of Statistics

Qassim University 2016

Specialization in General Statistics
Grade (Good)

Diploma of Higher Education

International Technical Colleges
2020

Small Business Management
Grade (Excellent)

**Cambridge English Course ESOL
International**

WORK EXPERIENCE

EDAAD Program Trainee National water company
Feb 2021 to Jan 2022

*Work with 25 departments , a total of 3700 employees,
participate Human Capital team to build Dashboard 2021
(Over time / recruitment)*

Recruitment department

Preparing internal & external recruitment KPI's and business plan
(SLA, interview matrix, Escalation Mechanism and Governance)

Recruitment Responsibilities

- Work on **ERP** system
- Preparing the procedures within the policies of the company
- Review the job description with the hiring manager for validation
- Review Grading structure
- Determine the top priority jobs
- Arranging and organizing candidate interviews and attending them
- Preparing all forms for candidate before and after an interviews
- Notify applicant did not meet criteria by regret letter email
- Tracking candidate pipeline , interviews & spreadsheets
- Communicate with the departments and send the monthly report

Payroll Department

Participate team to build 2021 business plan & monitoring performance of Over time

Overtime Responsibilities

- Data analysis previous years
- Distribute budget for managements for each month
- Review data for overtime hours and justifications

SKILLS & PROFICIENCIES

- Time management and communication
- Active in team work as well as individual
- Leadership
- Problem solving
- Creativity
- Critical thinking
- Collaboration



SOFTWARE

Microsoft Office



LANGUAGES

Arabic. (Native)

English. (Intermediate)



TRAINING COURSES

Human Resource Management

Supervisory Skills

Training Of Trainers TOT

Finance for non-financial

Contract Preparation & Bid Evaluation

Microsoft Office

Customer Service

Writing management reports