

NORAHA AL-OADIANI

+966 535824211

3391 almagzal street, Riyadh, Saudi Arabia
13251-6718

noh95005@gmail.com

Professional summary

Highly-skilled IT Support with 2 years of experience. Maintaining smooth-running software and system performance through astute troubleshooting and issue resolution. Manages diverse repair and maintenance tasks with precision and care to enhance IT department functionality and optimise overall company productivity.

Self-reliant HR Assistant with hands-on experience in HRIS or HRMS. Possesses strong skills in recruitment and record maintenance. Committed to practicing complying with labor laws and hiring ideal candidates for company.

CORE COMPETENCES

- IT
- HR

Work history

IT DEVELOPER, 03/2023 - Current

ABV ROCK GROUP, Riyadh, Saudi Arabia

- **Managing and controlling the company's servers and solving problems encountered.**
- **Providing the technical support needed by the company's employees, such as repairing faults and downloading programs remotely.**
- **Supervise the delivery and receipt of the company's computers and mobile devices to employees.**

IT SYSTEM ADMINISTRATOR, 03/2022 - 02/2023

The Injaz And Ibatekar Company, Riyadh, Saudi Arabia

- **Managing and controlling the company's servers and solving problems encountered.**
- **Providing the technical support needed by the company's employees, such as repairing faults and downloading programs remotely.**
- **Supervising the protection programs that protect the company's business from penetration.**
- **Conducted regular upgrades for interfaces, hardware and software.**
- **Implemented system testing and validation guidelines.**
- **Coordinating with STC to manage bills and breakdowns related to the company's employees' mobile phones.**

HR ADMINISTRATIVE ASSISTANT, 01/2020 - 02/2021

Alanjaz And Ibtekar Company, Riyadh, Saudi Arabia

- **Conducting interviews with new employees.**
- **Preparing recruitment contracts and supervising their signing by all parties.**
- **Entering employment contracts after they are approved in the company's systems.**
- **Issuing the salary definition for employees.**
- **Supervising the passing of employees' vacations through the company's electronic system until the final approval.**
- **Follow-up issuing medical insurance for employees.**

- Ran payroll processes and updated employee benefits details.
- Handled employee enquiries and complaints, escalating issues to managers when needed.
- Maintained and updated employee files and records.

Skills

- Excel ,word ,power point and outlook proficiency.
- Forward Thinking.
- Decision Making.
- Excellent communication skill.
- Languages -Arabic-English.

Education

Diploma Of Higher Education: Computer Programming
Imam Mohammad Ibn Saud University - Riyadh, KSA, 2022

5-Levels: English

Al-Faisal Institute - Riyadh, Riyadh Region, 2017

Intensive training in the English language for a period of 6 months from the Al-Faisal Institute

Training Course: human resources specialist

The Technical And Vocational Training Corporation - Riyadh, Riyadh Region, 2016

An intensive training course for a human resources specialist from the General Organization for Technical and Vocational Training.