
Reham Mukhaizeem Al-Mukhaizeem

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Education

2016- 2019 Diploma degree in the field of Banking - King Saud University GPA 4.66 / 5

Courses

- Volunteering in event "safe environment" in king saud university for 28 hours.
- Fundamentals of strategic planning for 4 hours.

Experience

March 2020 – Present HR Coordinator - Hilton Riyadh Hotel & Residence

- Make the interviews with candidates.
- Make contacts for the new employees.

Feb 2019 – April 2019 Trainee in HR Department - Alshaya international trading Co.

Trained in Personnel Department:

- Worked on GOSI system entering and removing the employees.
- Worked on Medical Insurance Issuing and cancelling process.
- Worked on processing the employees leave using My EAP System.
- Worked in issuing the Medical referral for the new employees.

Trained in Recruitment Department:

- Worked on Oracle & EAPAF Systems to enter the new joiners and do the filing .
- Page UP People practice on adding the candidates once they have been accepted and modify their status until they join the company.
- Help the recruitment team arranging the interviews with candidates.
- Attended interviews with the operations to improve my skills in interview technique. Do an initial interview with the candidates over the phone.

Skills

- Organization and prioritization
- Microsoft programs skills
- Languages:
- English : Intermediate level
- Customer Service
- Work under pressure