

MEZNAH AL NASSER

Saudi Arabia – Riyadh +966 562808299

Meznahalnasser94@gmail.com

[Linkedin](#)

PROFILE

A highly organized, hard-working, and reliable person with a proven ability to work professionally, seeking for an opportunity to utilize my acquired skills and training to help myself, the company and my future peers grow. I want my efforts to make a considerable difference to the company and help in their consequent success.

EDUCATION

- **Higher Diploma in Human Resources**, King Saud University. | 2022
GPA 4.98 of 5
- **Bachelor's Degree of Education**, Princess Noura bint Abdulrahman University. | 2018
GPA 4.61 of 5

EXPERIENCE

- **Coop Training as HR Specialist**, (IHR STO) International Human Resources Co. | 2021
 - Conducted applicant pre-screening and interviews with prospective candidates and worked closely with hiring managers to schedule interviews in a timely manner.
 - Researched job descriptions and qualifications for matching with appropriate candidates.
 - Recorded progress of the hiring process on spreadsheets.
 - Achieved high level of new employees' satisfaction in the onboarding routines.
 - Created new onboarding process.
 - Collected hiring request forms and job offers from all regions.
- **Worked Teacher** at Baraem Altofolah Schools. | 2019 -2021
- **Administrative Assistant** for 52 volunteer hours at Yanabee Charitable Society.

SKILLS & LANGUAGE

- Teamwork.
- Leadership.
- Problem-Solving.
- Critical Thinking.
- Communication Skills.
- Technical Skills.
- English Language.

TRAINING COURSES

- Saudi Labor Law Course.
- Solving Administrative Problems and Workplace Environment Development Course.
- Personnel Management and Administrative Development Course.
- Strategic Planning Course.
- Job Performance Development Course.
- Introduction to Data Entry and Word Processing Course.
- Writing Administrative Reports Course.
- Human Resources Specialist Skills Course.
- Modern Management Strategies Course.
- Training of Trainers (TOT) Course.