

SADEEM ABDULLAH AL ARIFI

Human Resources Specialist

OBJECTIVES

A very passionate and ambitious university graduate with a higher diploma in human resource management and a bachelor of early childhood. I seek to acquire scientific and practical knowledge and self-development, in addition to benefiting from my qualifications in human resource management to fill an administrative position that achieves the organization's goals and vision.

QUALIFICATIONS

Higher Diploma in Human Resources Management | 2022

GPA: 4.91

Majmmah University

Bachelor's degree in Early Childhood | 2020

GPA: 95.4 with honors

Shaqra University

WORK EXPERIENCES

• Human Resources Specialist - Tamheer program | 11\ 2022 - 05\ 2023

Schneider Electric

Responsibilities:

- Experience in dealing with government websites (Social Insurance - Mudad).
- Issuing letters to employees, such as: salary statements, experience certificates, and loan confirmation.
- Paper and electronic archiving.
- Reviewing and completing files.
- Following-up on employee contracts.
- Working on the medical insurance websites (Bupa - Tawuniya).

• Trainee - Department of General Administration for Human Resources Development | 06\ 2022 - 10\ 2022

Ministry of Education

PERSONAL INFO

 0561213988

 Sadeem.Alarifi11@gmail.com

 Riyadh

 02/06/1997

TRAINING COURSES

- Administrative empowerment.
- Computer in office work.
- Executive secretarial skills and office management.
- The role of public relations in building the mental image.

SKILLS

- Computer skills (Microsoft Office programs, Data entry)
- The ability to perform administrative tasks
- Accomplish tasks quickly with a focus on quality
- Planning and organizing for an organized work
- Fast learning and adaptation in the work environment
- Preparing and submitting reports