




# SARAH AL-DOSSARY

## HUMAN RESOURCES

### CONTACT

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 Jubail, Saudi Arabia 35815

### EDUCATION

#### DIPLOMA IN HUMAN RESOURCES

Academy of Learning

2019 - 2021

### LANGUAGES

Arabic - Native

English - Working Proficiency

### SKILLS

Communication

Logical Thinking

Critical Thinking

Teamwork

Problem-Solving

Computer Literacy

Administrative Support

HR Operations Tools

Government Relations Portals

### SUMMARY

Driven HR officer looking to use HR knowledge to enhance department functions, maximise operational efficiency and maintain a high employee retention rate.

### EXPERIENCE

#### HUMAN RESOURCES OFFICER

Holiday Inn Jubail Hotel (Dur Hospitality Co.)

Oct 2022 - Apr 2023

- HR operations; payroll, attendance, timesheet, HR databases, employee files, medical insurance, vacations and holidays, internal announcements, letters & forms, etc.
- Investigations, regulations, policies, labor law, sanctions, advises and resolve disputes.
- Full-cycle recruiting; posting jobs, interviews, selection, job offers, employment contracts and onboarding.
- Employee gathering, celebrations, internal communication, F&B health permits, staff safety, staff health & hygiene.
- Government portals; Gosi, Mudad, Muqem, Qiwa, Taqat, etc.
- Staff cafeteria, staff accommodation, staff transportation.

#### HUMAN RESOURCES ADMINISTRATOR

Zamil Food Industries

Apr 2021 - (Co-op)

- Employee files, employee databases, vacations and timesheets.
- Admin support, department coordination and reporting activities.
- Government portals; Taqat, Mudad, Qiwa, Gosi, etc.