



# Saydh Majrashi



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Riyadh



Saudi Arabia



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## SKILLS

- Employee retention programmes
- Human Resources Management Talent Acquisition
- Performance Management Emotional Intelligence
- Employee Engagement Report Management Recruitment Programming Database Management Scheduling
- Problems Troubleshooting Technological Aptitude
- Verbal & Written Communication Teamwork

## EDUCATION

2015

Diploma: Programming Technology and Database second class honors, GPA: 4.73, SkillsSkills Human Resources Management Talent Acquisition Performance Management Emotional Intelligence Employee Engagement Report Management Recruitment Programming Database Management Scheduling Problems Troubleshooting Technological Aptitude Verbal & Written Communication

## PROFESSIONAL SUMMARY

Forward-thinking human resources administrative ERP with +3 years of experience, and refined interpersonal and multitasking skills, proficient in handling payroll, posting ad vacancies, and providing administrative support to human resources personnel, to obtain a human resources administrative position and utilize her experience and skills for the successful completion of each job task

## WORK HISTORY

11/2019 - Current

**Human resources ERP system specialist**

**perfect presentation** | Riyadh , Saudi Arabia

Maintain employee records (soft and hard copies).

Update human resources databases (e.g. new hires, separations, vacation, and sick leaves).

Assist in payroll preparation by providing relevant data, like absences, bonuses, and leaves.

Prepare paperwork for human resources policies and procedures.

Process employees' requests and provide relevant information.

Coordinate human resources projects, meetings, and training seminars. Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes.

Manage the department's telephone center and address queries accordingly

Prepare reports and presentations for internal communications.

Provide orientations for new employees by sharing onboarding packages and explaining company policies.

- Oversaw recruitment process and onboarded 3000+ new staff.

## CERTIFICATIONS

## LANGUAGES

English

C1

Advanced

Data entry and word processing | Supervision of the General Organization for Technical and Vocational Training  
Programming using JavaScript | Saudi Platform Programmed via The Internet Professional certifications guide | TechCampus  
Cyber warfare | TechCampus  
Dark web secrets | TechCampus  
Introduction to computer forensics | TechCampus  
Cyber forensics bootcamp | TechCampus  
Computer hacking forensics investigator | TechCampus  
OSINT professional | TechCampus  
Artificial intelligence | TechCampus  
Big data | TechCampus  
Secure browsing and VPN | TechCampus  
Administrative leadership | Institute of Public Administration  
Attachment management | Training and Employment Center, Riyadh Chamber  
Computer forensics investigator | Learners Point Computer Training  
Human resources management | Technical and Vocational Training Corporation  
Employees affairs and administrative development | Technical and Vocational Training Corporation  
Public health volunteering | Canada Global Consulting and Training Center  
Strength of Personality | West Center for Counselling and Training  
Administrative leadership training program  
Human resources planning training program