

# Soha Abdullah Alhoweidi

Riyadh, SA | +966. 534133207 | [Soha\\_alhoweidi@hotmail.com](mailto:Soha_alhoweidi@hotmail.com) | LinkedIn: Soha Alhoweidi

## Human Resources Specialist | Human Resources Management

Human Resources Specialist with extensive experience in Human Resources, with a proven track record of building a personal rapport with Employees in order to gain effective satisfaction and Engagement. Utilizes human resources management principles and practices to keep organizations compliant and safe. To obtain a position where extensive managerial experience and formal education, as well as interpersonal and organizational abilities, will be utilized in a challenging, growth-oriented environment.

### Core Competencies

- HR Policies
- HR Plan
- Recruitment & Selection
- Employee Development
- Employee Relations
- Increase Retention Rate
- Strong Leadership Abilities
- SAP ERP HR management
- Strategic Planning

### Professional Experience

#### Human Resources Specialist (Jul 2019 – Nov 2020)

##### Akaria Hanmi for Project Management

#### Responsibilities:

- Supervise the HR & administration team for all HR, Recruitment & administration daily work.
- Recruit and coordinate interviewing, references, and documentation for staff hiring.
- Creating and preparing master data of the organization for employee members and administrated through SAP system.
- Respond to employees' queries and resolve issue in a timely and professional manner.
- Support the HR manager for yearly plan and action plan.
- Make new agreements with HRDF for hiring new staff.
- Create new HR forms.
- Supervising the HR operations work, renewal Iqama, new visa, etc.
- Create action plans for HR team.
- Prepare the HR weekly & monthly reports.

#### Human Resources Coordinator (Nov 2018 – Jul 2019)

##### Akaria Hanmi for Project Management

#### Responsibilities:

- Assist with all internal and external HR related inquiries or requests.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
- Support the recruitment/hiring process by sourcing candidates, performing background checks.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Schedule meetings, interviews, HR events and maintain agendas.
- Perform orientations and update records of new staff.

### Training

- HR Intern in Premier Technology beyond Perfection (2018).

### Education

- Diploma in Human Resources Management, Al Yamamah University (2018).

### Courses & Certificates

- Prepping Offer Letter, Employment Contract.
- Maintaining Employees, Personal Files and Records Communicating HR Policies.

**References can be provided if requested**