

Soha Abdullah Alhoweidi

DOB: 7th March 1994

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Objectives:

I aspire to work in a large organization to show my potential, develop my professional and personal skills to be successful employee and to contribute my knowledge in the place I work effectively.

Education:

Graduated: April 2018, GPA Al Yamamah University, Riyadh Saudi Arabia: 3,04\4
Diploma of Human Resources

Areas of Expertise:

- Human resource management.
- Saudi Labor law and Gosi.
- Recruitment and selection.
- Communication skills and teamwork.
- Conflict Management Decision Maker.
- Human resource planning.

Technical Skills:

- Microsoft office.
- SAP administration.

Training:

- Intern in Premier Technology beyond Perfection in Riyadh, as (HR Training) (21 January- 30 April 2018) (4 months)
- Prepping offer letter, employment contract.
- Maintaining employees, personal files and records communicating HR policies.

Professional Experience:

HR Coordinator (Nov 18 – Jul19) Akaria Hanmi for Project Management

Responsible of all the procedures related to the human related to the Human Resources in Addition to set transaction of procedures and benefits related to (Recruitment Contracting, salaries, medical insurance, vocations)

- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
- Support the recruitment/hiring process by sourcing candidates, performing background checks.

Managing the payroll dealing with general HR issues such as (annual leave, overtime, resignations, end of service. Attendance and Monitoring absences)

HR Specialist (Jul19-Present) Akaria Hanmi for Project Management

- Generated and preparing a database of the organization for employee member and administrated the system through SAP system.
- Develop and implement hiring strategies to meet the Human Resources needs of an organization.
- Create, implement, and evaluate all human resource department policies, procedures, and structures.
- Perform quarterly and annual employee performance reviews.
- Administer health and life insurance programs