

# Zedd Alnowaiser

Riyadh | 0541604502  
mr.zaid.ib@gmail.com

## EXPERIENCE

### Human Resources Officer

Dec 2021 - Dec 2022

Alhmoed Contracting & trade Co, Riyadh

- Assist with all of recruitment process.
- Handle GOSI/Mudad enrollment, deletion and renewal
- Manage attendance, sick leave, vacation, discipline and absences
- Assist with medical insurance process such as additions and deletions
- Onboarding and Off-boarding process
- Schedule meetings, interviews with HR manager
- Process and maintain both hard and digital copies of employees' records.
- Assist with all internal and external HR related inquiries or requests
- Ensure compliance to local labor laws

### CUSTOMER SERVICE REPRESENTATIVE

Jun 2012 - Aug 2013

Alrajhi Bank, Riyadh

- Acknowledge and resolve customer complaints in person
- Assist clients in understanding transfer methods, fees, currencies,international banks, policies and procedures
- Issue new accounts & make new customers' report

## EDUCATION

### Diploma - English Language

Aug 2013 - Jun 2014

*University of Southern Indiana*

### Associate's degree - Financial management

Jan 2010 - Jun 2012

*King Saud University*

## SKILLS

excel, word, recruiting, organized, Labor and Employment Law, advertising, Counseling, human resources, Employee Relations, HRIS, Customer service, Empathy, Teamwork, Time management, Administration

## Languages

English – Fluent