

Maryam Abdul Moeen Al-Otaibi

Career objective:

An energetic recent graduate in Human Resources who is seeking to join an organization to support the role of human resources in developing employees skills while helping in retaining its high calibers to accomplish success stories.

Education:

Diploma of Human Resources, Institute of Public Administration.

Graduation Year: 2021

Qualifications and experiences:

Contracting and Development Specialist, Ministry of Education - Research and Development Office. Riyadh, Saudi Arabia - January 2022 - Present.

HR Contracts & Training Specialist:

- Manages training packages for DRI employees based on thier current functions.
- Participates in monitoring employees performance and articulate areas of improvement to decision makers.
- Review and validate benfits packages.
- Participates in the recruiting process and gathering potential candidates CVs.

Training Courses:

Time Management Course.

Contact:

Phone:

0552523774

E-mail:

maimaotaibia@gmail.com

Address:

Riyadh - Saudi Arabia

Skills:

- Interviews for candidates.
- Communication skills.
- Teamwork skills.
- Preparing attendance and departure reports.
- Preparing employee data reports.
- Work on the organizational structure.