

MIZNA MOHAMMAD ALOTAIBI

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OBJECTIVE

To gain a dynamic and challenging role in the area of human resources that will offer me the best opportunity for further development of my abilities, skills and knowledge in an established firm with long term career growth.

EXPERIENCE

May 2022 – Present

Boudl Company, Riyadh, Saudi Arabia

- Manage the recruitment and selection process.
- Responsible for HR services processes enhancements.
- Ensuring all HR transaction related payroll are processed efficiently.
- Managing health and life insurance programs.
- Performing quarterly and annual employee performance reviews.

COOP TRAINING

Aug 2021 – Dec 2021

Ministry of Human Resources and Social Development, Riyadh, Saudi Arabia

- Training needs analysis, and prepare training plan
- Maintaining positive relationship and partnership with training providers and HR consultancy companies
- Preparing reports

EDUCATION

Aug 2022 - Present

Saudi Electronic University, Riyadh, Saudi Arabia

Bachelor in Business Administration

Sep 2019 – Jan 2022

Princess Nora University, Riyadh, Saudi Arabia

Diploma in Human Resources

GPA: 4.94

HONORS & AWARDS

First honor in Princess Nora University, Saudi Arabia

SKILLS

General Skills:

- Strong Organization, Management and Motivation skills.
- Communication skills.
- Excellent team player.
- Ability to learn new technicalities and skills.

Technical Skills:

- Microsoft Office

Languages:

Fluent in Arabic and good in English

COURSES

Oct 2019

Doroob, Riyadh, Saudi Arabia

Saudi labor law-Employee rights and responsibilities

Sep 2019

Doroob, Riyadh, Saudi Arabia

- *Human resources functions*
- *Strategic planning for human resources*

VOLUNTARY WORK

Meran Foundation

REFERENCE

Available upon request