

REEM ALRABAH

HUMAN RESOURCES

Contact

KSA, Riyadh

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Reem Alrabah

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About Me

Human Resources graduate looking for an opportunity to practice my skills, knowledge and learn more. Very excited to work in a stimulating environment enables me to improve my skills and to contribute in the organization's success through a professional experience.

Education

Human Resources Management

Human Resources Management 2019- 2022
G.P.A: 4,28

Institute of Public Administration

Experience



Talent acquisition coordinator (Tamheer

) March2023- Now

- Pre-joining process
- Interviewing
- Onboarding process



HR Coordinator (Summer Internship)

July 2022-September 2022

- Job Description
- Recruitment & Sourcing
- Interviews.
- Offers, Contracts (GOSI).
- Bank & Employment Letters, Certificate Of Service.
- Agreements with Banks
- Agreement with Outsourcing Organisation.
- Employees Engagement activities
- Invitation (MOFA)



HR Coordinator (Coop Training)

February 2022-May 2022

- Interviews, Contracts.
- Clearances, Bank Letters, Employment Certificate.
- Employees ID cards, SIM Activations
- Resignations, Terminations, Investigation.
- Job Descriptions.



Human Resource Management

2021-2022 Projects

- Building job analysis and designing job add by working on the project of recruitment and selection course.
- Design job Card (and job description) with UNITED ARAB EMIRATES MINISTRY OF HUMAN RESOURCES& EMIRATISATION standards by working on project of Career Succession Planing course.

Skills

- Languages: Arabic , English
- Teamwork
- Computer Skills
- SMART Goals Design Skill