

Wejdan Almalki

PROFESSIONAL SUMMARY

With over 8+ years of experience in the private sector in the HR & recruiting line of work. I have assessed the performance of companies I worked in, to identify points of weaknesses & challenges to make changes that will increase the equity and make the company grow bigger. Aiming to apply my experience towards being an enabler in the 2030 vision & being a leader that participates in the growth of my country.

EXPERIENCE

- **Talent Acquisition Head (assigned)** at SASCO Co. 2020 – 2022

Hunting for talent and making sure the talent pool is up to date and meets the requirements of the company, while also ensuring the quality of candidates by interviewing, shortlisting, and selecting the right candidates.

- **Human Resources Supervisor** at Tawuniya Insurance Co. 2013 – 2020

Supervise human resources Operations & which includes conducting job interviews, selecting, and hiring candidates, working on personnel matters, training newcomers, salaries, employee compensation and benefits, and training and development.

Project

HR Rep & Committee member of Integration & QA
Participated in quality assurance and hiring of new members such as the CEO and agents of Tawuniya Insurance to the Saudi central bank (SAMA)

Education

Accounting diploma

King Saud University, College of Business Administration
2014

Contact



Riyadh, Saudi Arabia



+966-556310008



WEJDANHR0@gmail.com

PERSONAL SKILLS

- Effective Communication: Businesslike, Cooperative, and People-oriented
- Analytical mindset
- Inspiring team leadership
- Team Building/Leading
- Problem solving, and knowledge-sharing
- Coaching and training
- Strong verbal and personal communication skills
- Risk management and assessment
- Accuracy and Attention to details; Precise, Dependable
- Leadership and management competencies
- Ethical responsibility to self and others
- Self-motivated: high level of energy

Certifications

- **Riyadh Chamber of Commerce 2018**

HR Specialist (Course) that qualifies individuals to handle day to day tasks of an HR specialist.

- **Bunyan Program 2020**

Four level HR course from Bunyan, 20 days total and 5 days for each level
Organizational structure, HR services, HR strategy & Saudi labor law

- **Advanced Skills in HR Management 2020**

Al Mosanadah for Training & Education

Languages

- Arabic
- English

CORE COMPETENCIES

- Business process automation.
- Cost optimization tactics.
- Policies & Procedures.
 - Internal Audit.
- Management Reporting.
- Internal Process Controls.
- Excellent organization skills.
 - Negotiation skills
 - Planning and organizing:

Accurate, Adaptable, Precise,
Flexible, And Resourceful