

BSHAYER MOAEINI

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Riyadh

OBJECTIVE

Human resources specialist with experience in day-to-day operations, including recruiting new employees or processing termination paperwork, preparing compensation packages with company policies set out by law, and fostering healthy workplace practices throughout every department.

EDUCATION

● Diploma in management techniques - marketing

College of Technology

Graduation year: 2019

EXPERIENCE

● Senior Hr specialist | A-market 2023 - Until now

Recruitment department officer, and authenticate letters, Working on monthly salaries

HR specialist | ArchiSite Co. LLC | 2021 – 06/2023

- Operation elaboration wages and refinement leave entitlements and end of service – full capability working on governmental services (Muqem - Qiwa - Social Insurance - Mudad - Human Resources Ministry System) attracting

cadres and employment - archive employees' files and verification

- Preparation ratio and pursuing procedure of affairs and employees' relationship

- An employee performance evaluation - ensuring that employees are paid on time and in the correct amount -

strengthen the quality of work within an organization by retaining skilled employees, and filling job vacancies to achieve business results

HR specialist | Bin Dayel Contracting Co. | 2018 - 2020

- Work on monthly advances - follow-up the fingerprint system - follow-up the salaries issues and respond to employees

- archiving - writing contracts and letters

COURSES

- Legal aspects of human resources
- Human resource planning
- Administrative supervision

SKILLS

- Computer and Microsoft proficiency
- Human resource management essentials
- Hard worker, dedicated and fast learner
- Ability to prioritize and organize busy workloads
- Excellent communication skills

LANGUAGES

Arabic

English