



# Tahani Abdullah Almedbal

## OBJECTIVE

I seek to develop myself and gain many skills and experiences, to be an effective and influential member in a way that serves my country and the future of Vision 2030, and to contribute to the development and advancement of the workplace in which I work

## CONTACT ME

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 Riyadh

## EDUCATION

*English language*

*Imam Muhammed Bin Saud Islamic University.*

*2017-2021*

## WORK EXPERIENCE:

• **Human Resource specialist at Tadarak company .2022OCT - 2023 OCT.**

- Work on medical insurance for employees.
- Working on government platforms - Insurance - Muqeem - Mudad .

• **Human Resource at zulal factory at -Tamheer program -2021 SPT- 2022jul.**

- Work on medical insurance for employees.
- Working on government platforms - Insurance - Muqeem - Madad .
- Work on social insurance for employees.
- Adding new employees in the company's main system.
- Working on employee requests .
- Knowing the labor system.
- Work on the attendance and departure of employees.
- Send a job offer to the accepted candidate.
- Preparing the contract and receiving the required documents for the candidate, such as the national ID, the bank IBAN, the academic certificate ... etc.
- Coordinate the interview with the candidates.
- Send a job offer to the accepted candidate.

## COURSES:

Human Resource Management 2023.

Human Resource 2021.

Public relations 2021.

Human Resource specialist 2018 .

secretarial 2017.