

CAREER OBJECTIVE

Highly effective Human Resources Coordinator, assisted with administration of HR for mid-Sized companies. seeking to be part of an esteemed organization where I can build my experience and develop my skills within a competitive work environment that enhances my ability.

EXPERIENCE

- **GreenPath Company:**

Company industry: Human Resources Outsourcing Services

HR Coordinator from February 2022 until know.

- ✓ Managed Human Resource functions for 300-employee
- ✓ Responsible for Government websites [Mudad - Absher - Muqem - Gosi - Qiwa - Taqat - MOL etc...]
- ✓ Operat and mänge the employee's system, including the responsibility for the payroll, end of service, vacation, violation penalty, organized and collect the employee's information, health insurance, job offer, contracts.
- ✓ Working on HR system (Menaitech, Jisr), checking the requests in the system in a daily basis, reminding, approving Manager, task completion.
- ✓ Approved job description for [Project Officer - Staff Driver - Driver - Area Manager - Purchase Specialist - General Accountant - Technical Support Specialist - Reastaurant Crew - Cashier - Operation Manager etc...]
- ✓ Able to negoteiate and get the best prices of Medical insurance providers to make comparison and decide the best offer for the company.

Tamheer program Augusta, 2021 - February ,2022.

- ✓ Responsible for the recruitment process including jobs announcement, filtering CVS, phone screening, scheduling interviews.
- ✓ Create, organize and maintain personnel files
- ✓ Identifying vacancies, short listing applicants, making job description for the candidate, preparing job offers and following up on employment, preparing employment e-contracts for all employees, working on Qiwa, Muqem Mudad, preparing a comprehensive recruitment plan.

EDUCATION


Bachelor, Language and Translation / Imam Mohammed Ibn Saud Islamic University, Form 2016 until 2021.


COURSES

- HR management course at Rodna training center.
- Certificated English training course at English Place Academy.

NAJLA ALALAWI

Contact information

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 Riyadh

Languages

- English
- Arabic

Skills

- Planning & time management skills.
- Strong work ethic.
- Problem Solving Skills.
- Good communication skills.
- Flexibility/adaptability Skills.
- Collaboration & teamwork skills.
- Using MQS Office.