
HUDA HAMMOUD ALSHEHRI

• Human Resources Specialist •

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OBJECTIVE

I am a highly organized individual with an eye for detail. Seeking a job in a reputable company, in order to put my knowledge and advance my professional career experience and personal talents to work to provide efficient performance for the resources of the company.

EDUCATION

Bachelor degree in the Faculty of Economics and Administration, Human Resources Management King Abdul-Aziz University.

EXPERIENCE

Human Resource Specialist | Eng. Sameer Al-marzouki Engineering Company. Dep2020 – Jul2022

- Working knowledge of common HR practices such as recruitment and terminating .
- Experiences in managing database
- Experiences in (GOSI, MUDAD, MOI.GOV)
- Creating employee grading system.

CCTV Operator | The Hotel Galleria by Elaf Nov2019 – Dec2020

Manuel Market | Store Cashier Nov2018 – Oct2019

Whites Pharmacy | Sales assistant. Feb2017 – Oct2018

COURSES

- Administrative investigation - 2days.
- Saudi Labor Law – 2 days.
- Work contract –5 hours.
- Legal review of human resources works .5 hours.
- Malpractice in the application of some labor law- 5 hours.
- Financial worker's rights in Saudi Labor Law – 5 days

SKILLS

- Highly organized and efficient.
 - Interpersonal Communication.
 - Team Collaboration.
 - Excellent in MS office (Excel- PPT- Word).
 - Decision Making.
 - Observation.
 - Teamwork skills.
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