

# RANA ALQARNI

Human Resources Specialist

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## PROFESSIONAL SUMMARY

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Organized and dependable Hr Specialist. Possessed strong interpersonal, time management, and prioritization skills. Seeking to develop talents and effectively employ abilities in human resource management.

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## WORK HISTORY

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**Human Resources Specialist**, 11/2021 to Current

**Alireza Transportation Company**

- Prepare employment contracts in compliance with company policies.
- Maintain and update over 300 employees' records in HRIS and hard copy files.
- Process and prepare docs relating to personnel activities such as recruitment, job offer, termination, etc.
- Deal with employee requests and provide relevant information.
- Preparer penalty letters according to Ministry of labor rules.
- Review and pre-screening over 400 job applications according to specific instructions.
- Scheduling interviews for candidates.
- Assist in payroll preparation by providing relevant data like absences, penalties, and leaves.

**Human Resources Specialist**, 05/2021 to 11/2021

**Tamheer program**

- Responsible for all the government relations processes.
- Renewed employees' contracts as per the ministry of Labor rules.
- Updating and reporting monthly payroll statements.
- Coordinated the employees' medical insurance, including registration and cancellation.
- Issued and monitored all government certification registrations and expirations.
- Renewed and monitored all car registrations and insurance expirations.
- Reviewed and screened applicants' resumes identifying qualified candidates.
- Partnered with senior leadership to establish and develop corporate and HR policies and procedures.

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## EDUCATION

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**Diploma:** General of Education, 05/2018

**Bisha University**

GPA: 4.48/5

**Bachelor:** English Language, 05/2017

**Bisha University**

GPA: 4.58/5 -Excellent Category with Second Class Honor

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## CERTIFICATIONS

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- Data Entry & Text Processing with Excellent Category.
- Associates Professional in HR/-International (aPHRi).

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## SKILLS

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|----------------------------|----------------------|-------------------|--------------------|
| • HRSI                     | • Payroll            | • Communication   | • Interpersonal    |
| • Saudi labor law          | • MS Office          | • Punctuality     | • Active listening |
| • Pre-Employment Screening | • Employee Relations | • Confidentiality | • Flexibility      |

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## LANGUAGES

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- Arabic
- English

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## COURSES

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- Data Entry & Text Processing for 6 months.
- The Integrated System in HR.
- Introduction in PMP.
- Develop Administrative skills in the Work Environment
- Managing Offices and Archiving by using Computer.
- Associates Professional in HR/-International (aPHRi).