

SARA ALSAHLY

Administrative Director and HR Manager

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Riyadh, Saudi Arabia

PROFESSIONAL SUMMARY

Experienced HR Manager and Administrative Director with two years of expertise in operations and talent management. Contracted lecturer at Imam University for five years, delivering media courses and developing curricula. Holds a Master's in Media from the U.S., with specialized training in management and HR, bridging theory and practice to enhance workplace efficiency.

WORK EXPERIENCE

2023- PRESENT

Administrative Director - Lucent Dental Company

- Established and optimized administrative operations, increasing workflow efficiency by 20%.
- Supervised and mentored over 100 employees, enhancing productivity and operational effectiveness.
- Developed and implemented strategic policies to streamline processes and improve organizational performance.
- Led initiatives to enhance workplace culture and drive a high-performance environment.
- Oversaw daily administrative functions, ensuring smooth operations and organizational success.

2023- PRESENT

Human resources manager - Lucent Dental Company

- Managed HR operations for 100+ employees, ensuring compliance with Saudi labor laws and streamlining workforce processes.
- Led recruitment efforts, successfully hiring and onboarding over 30 employees annually.
- Implemented payroll and contract management systems, reducing processing time by 25%.
- Developed policies to enhance employee satisfaction and workplace efficiency.
- Proficient in Qiwa, Muqem, GOSI, and Mudad, optimizing regulatory compliance and HR operations

2023- PRESENT

lecturer at the College of Media and Communication

- Delivered media courses, integrating theory with practical applications.
- Developed curricula to enhance learning outcomes.
- Fostered analytical and critical thinking through interactive teaching methods.
- Mentored students to improve research and communication skills.

EDUCATION

2016 - 2018

NEW YORK FILM ACADEMY

- Master of Fine Arts

2006 - 2010

KING SAUD UNIVERSITY

- Bachelor of Fine Arts

SKILLS

Leadership & Management:

HR Management, Administrative Supervision, Policy Development, Strategic Planning, Team Leadership, Problem-Solving.

Technical & Regulatory:

Saudi Labor Law, Qiwa, Muqem, GOSI, Mudad, Contract Management, Payroll, Employee Affairs, Compliance.

Academic & Training:

University Teaching, Curriculum Development, Media Research, Public Speaking, Professional Training.

Software & Technical Skills:

- Microsoft Office Suite** (Word, Excel, PowerPoint, Outlook).
- HR & Payroll Systems** (Mudad, Qiwa, GOSI, Muqem).
- ERP & Administrative Software** for operational efficiency.

CERTIFICATIONS

- Modern Practice in Human Resource Management
- The Foundations of Human resource Management
- Artificial Intelligence - UDACITY
- The Future Of Work Fundamental
- Digital Marketing Fundamental
- Product Management Foundations
- Digital Marketing Fundamental
- Product Management Foundations