

# Sarah Alessa

## HUMAN RESOURCES

### OBJECTIVE

I am a creative human resources employee and I have a passion for assisting with administration and staff, and I have a strong knowledge in HR assignments. Seeking to secure a challenging position that uses my knowledge and experience, while giving me the opportunity to grow professionally. My goal is to become a valuable asset..

### EDUCATION

May 2021

#### Diploma of HR Management

Princess Noura Bint Abdulrahman University

GPA: 4.6 of 5

### PROFESSIONAL SKILLS

- High ethical standards.
- Adequate knowledge in human resource management systems.
- Data-Driven Mindset.
- Experience in using Microsoft office, especially excel.
- Teamwork ability and good communication with others.

### PERSONAL SKILLS

- Strong organizational skills.
- Critical thinking.
- Intrinsically Motivated.
- Dependability.
- Professionalisms.

### CONTACT INFORMATION

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### EXPERIENCE

#### May 2021 – current

##### - HR specialist at Adex Co. Aug to Current.

- Assist with day-to-day operations of the HR functions duties.
- Provide clerical and administrative support to Human Resources.
- Coordinate HR projects (meetings, training, surveys, etc).
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Communicate with public services when necessary.
- Conduct initial orientation to newly hired employees.
- Work on payroll, vacations, and employee data on the Focus program.
- Working on government programs.

##### - HR specialist at Perfect signature Co. May to Aug.

- Work on payroll, vacations, and employee data on Microsoft Excel.
- Working on government programs.
- Assist with day-to-day operations of the HR functions duties.
- Conduct initial orientation to newly hired employees

##### - TRAINING. January to April.

##### Internship HR at King Abdullah bin Abdulaziz university Hospital.

Human Resources Department

- Employment Section
- Personnel Affairs
- Payroll Section
- Organization management
- Government relations

### CERTIFICATIONS AND COURSES

2021 - 2019

- House system information databases, SDL.
- Cochrane Systematic Reviews, Generating Consensus, Research Designs, Teaching and Learning, and Mathematics As Model for Public Policy information, DCU and PNU.
- Emerald base skills specialized in administration and business,SDL.
- Legal procedures - organizing a business support and development center.