Fawzia Hussain Alhmdan

Recruitment Specialist | HR Operations | Talent Acquisition

+966 538 891 068 hussainfawzia85@gmail.com Saudi Arabia

PROFESSIONAL PROFILE

Detail-oriented English Language graduate with hands-on experience in recruitment and employment operations within a contracting environment. Skilled in CV screening, job posting, candidate coordination, and HR administrative support. Adept at using Microsoft Office tools and maintaining accurate employment records. Committed to improving hiring efficiency, supporting workforce planning, and contributing to organizational growth and process improvement focus.

PROFESSIONAL EXPERIENCE

Maek Contracting Company | Saudi Arabia
Employment Statistician - Recruitment Specialist | December 2024 - Present

Key Achievements

- Improved recruitment workflow efficiency by structuring CV screening and tracking process.
- Supported faster hiring decisions through organized candidate evaluation and reporting system.
- Enhanced job posting reach by coordinating announcements across recruitment platforms.
- Contributed to workforce data accuracy by maintaining updated employment records system.

Core Responsibilities

- Post job vacancies and manage daily updates across recruitment channels and systems.
- Screen and filter CVs based on job requirements and organizational hiring needs.
- Coordinate communication with candidates during interview scheduling and follow-ups.
- Maintain recruitment databases and ensure accuracy of employee and applicant records.

ACADEMIC BACKGROUND

King Khalid University | Saudi Arabia
Bachelor of English Language | GPA: 4.38/5 | 2024

CERTIFICATES & COURSES

- Microsoft Excel | Doroob | September 2024.
- PowerPoint | Doroob | September 2024.
- Leadership and Crisis Management | Doroob.
- Effective Team Leadership | Doroob.
- Fundamentals of Artificial Intelligence.
- Concepts and Advanced Applications of Artificial Intelligence | Million Saudi Initiative for Al.

SKILLS

HR & Recruitment Skills:

- CV Screening
- Talent Acquisition
- Job Posting
- Interview Coordination

HR Administration Skills:

- Database Management
- Employment Tracking
- Vacancy Management
- Recruitment Reporting

Technical Skills:

- HR Systems
- Microsoft Office
- Data Entry
- Reporting

Personal Skills:

- Time Management
- Teamwork
- Problem Solving
- Organization

LANGUAGES

- Arabic