



# Hajar Adnan Albukhamsin

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## HUMAN RESOURCES SPECIALIST

**Snapshot:** Highly successful Human Resource Specialist seeks a position to utilize multifaceted competencies and deliver outstanding results aligned to corporate goals & objectives

### Core competencies include...

Critical observation

Quick learning

Ability to work individually

Analysing systems and rules

Law counselling

Problem Solving Skills

Team Working

Excellent communication

Legal advice and notes writing

Ability to work under Pressure

Drafting and reviewing contracts

Reporting, Documentation

Business Planning

Easy to do research

### Executive Summary

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- ✓ Accomplished as Human Resource Specialist and Legal officer with 2 years of promising experience across Document Management, Contracts, and Law Counselling, Seeking a challenging assignment in a growth-oriented organisation.
- ✓ Skilled at developing and executing targeted business, achieve objectives, and enhance bottom-line profits
- ✓ Highly effective communicator with proven ability to build long-term relationships with internal and external customers by establishing a high level of confidence and trust.
- ✓ Visionary leader with a keen understanding of business priorities and demonstrated expertise in rapidly advancing business goals to revenue-producing activities.

### Professional Experience

**Bukhamseen Industrial CO. | Saudi Arabia | June 2020 to date**

*Bukhamseen industrial CO is a provider of professional Glass & aluminium Factory, to diverse industries in Saudi Arabia*

#### **Human Resource Specialist**

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- Responsible for contracts administration and claims preparation are properly entered into organizational databases and securely maintained.
- Monitor the company legal affairs, ensuring that they remain in compliance with all laws and regulations concerning their field.
- Draft and review contract agreements between the company and the other parties.
- Writing the employment contracts and ensuring new hire paperwork is completed and processed.
- Explaining the Ministry of Human Resource system, procedures, rules, and standards to the employees and the company.
- Processing timesheets, updating payroll records.
- Using all organizations and ministries websites such as Mudad, Muqem, Ajeer, Qiwa, Najiz, Meras, Balady.
- Responsible for developing and executing internship programs.

## Education

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- **King Faisal University** – Saudi Arabia, bachelor’s degree of Law – 2019, Graduated from College of Faculty of Law with a high GPA (4.44).
- **Mercyhurst University** – USA (2015) English Language Certificate, Completed the Intensive English Program.
- **King Faisal University** - Training course in contract drafting and review skills.
- **King Faisal University** - Training course in the lawsuit before Juridical departments.
- Training course in the skills of establishing cases study and formulation - approved by the Technical and Vocational Training Corporation
- **King Faisal University**- Training course in the Cyber Crime in the Saudi system.

## Volunteers

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- **Dr. Ali Jaber Al-Salamah Medical Center** in Dammam, Volunteering for one year in the “Safety Ambassador program”
- Volunteering to activate “**The International Day of Mental Health**” to educate inmates, under the supervision of the Social Protection Unit in Al-Ahsa, sponsored by the Ministry of Human Resource and Social Development.

## Personal Information

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- Date of Birth: 22<sup>nd</sup> of August 1996
- Nationality: Saudi Arabia
- Languages: Fluent in Arabic & English
- Software: MS Office – Word, Excel, PowerPoint,