

NORAH MOHAMMED NAQI

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Qualified, conscientious, hardworking and self-motivated with more than 5 years of combined experience in various line of responsibilities. Always accepts challenges. Learn fast. Able to work in team environment. Excellent inter-personal written and oral communications. Can create new ideas to improve work performance. Fluent in Arabic and English languages. **Technically proficient:**

- Microsoft Office applications (Outlook, Word, Excel, PowerPoint and Access)
- Knowledge of HR Management System as used by The Olayan Group
 - Knowledge of MenalTech Suite as used by The Olayan Group
 - Knowledge of SAP System as used by Olayan Group
 - Knowledge of GPS (Global People System)
 - Knowledge in most of GR website.

PROFESSIONAL EXPERIENCE

HR Coordinator - Human Resources Group, Olayan Saudi Holding Company, Al Khobar: 02/03/2014 till 31/12/2016

HR Coordinator - Human Resources Group, Arabian Paper Product Company (APPCO) & Huhtamaki, Dammam: 01/01/2017 till 20/01/2019.

HR Officer – (As volunteer), Wajehat Al Sharqiyah investment & realstate, Al-Khobar: 16/06/2019 till now.

- Handling the recruitment process of Operating companies.
- Processing new hire paperwork including data entry into HR system and file management.
- Liaise with Operating companies related to recruitment.
- Preparing offer letter, Contracts, Demand letters, Abroad contracts, Bank Account opening letters.
- Search for potential CVs' and furnish Operating companies as requested.
- Scheduling, coordinating and conducting interviews for new hires and orientations for new on-board employees.
- Follow up with OFC registered agents in abroad on weekly basis.
- Follow up with Government Relations dept. related to the transfer sponsorship of New hired candidates.
- Follow up with Operating companies to submit the Probationary period evaluation copy of the new hired employee.
- Monitoring operational compliance with the company's policies and procedures.
- Update tracking report on weekly basis.
- Update vacant positions online in Olayan portal.
- Generate new hire monthly report.
- Participating in career days (Female based colleges).
- Visiting Operating companies female section twice in a month to know employee grievance.
- Assisting supervisor in performance management procedures.
- Support other functions as assigned.
- Supporting the team with general filing to ensure staff personnel files are kept up to date.
- Monthly auditing for all new hire employees Personnel Holding Files to ensure all required documents are available.
- Ensure that the personnel files, important documents and vital reports maintained well.
- Work on all government relation Website (Muqem- Gosi – Salama - Baladi – HRSD- Taqat –Najez-Mudad).

EDUCATION & PROFESSIONAL DEVELOPMENT

- Bachelor of Business Administration from King Faisal University.
- Training of Time management – With Olayan Group- Dammam.
- Training in Consideration and confirmation – With Huhtamaki Dubai.
- Training in Antitrust and anti-bribery training – With Huhtamaki (Fainland/Dammam).