

SAMAR Saud ALFARAJ

CV

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Nationality: Saudi

JOB OBJECTIVES

- Looking forward to gaining experience and being a professional employee by working in Human Resource management's environment or in any administrative role.

EDUCATION

- University of Wisconsin-Milwaukee Milwaukee, WI, USA 2011 – DEC 2015
Bachelor in – Human Resource Management

RELATED COURSES

- Human Resource Management.
- Compensation management.
- Diversity in Organizations.
- Staffing Human Resources.
- Economics of employment and Labor relations.

SHORT COURSES

- Industrial psychology.
- Virtual interviewing for HR.
- Business and society.
- Business ethics and society responsibility.
- Content writing.

EXPERIENCE

Tamheer program training in Teco Middle East Factory as HR specialist from september,2021-February, 2022

- Organize payroll activities.
- Write and organize reports - letters that are related to employee issues.
- Helping in making an effective HR online system.
- Enroll the new employees to the attendance system- using Ingress Program.
- Organize and update the Master data.

SKILLS

- Dealing with employees, requirement, selection, employment, organizing salaries and benefits of employees, retirement planning, and diversity management,
- Writing, research, and organizing.
- Communication skills and Management.
- Bilingual (Arabic, and English).