

Hajar Hussain Ashour

📍 Eastern Region

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Work History

- **HR Coordinator, RAPCO** Feb 2020 – Recent
 - Preparing HR documents (employment contracts, letters, and guides).
 - Forming, maintaining, and updating employees' records.
 - Reporting regularly on HR metrics, such as Saudization, turnover, and evaluations rates.
 - Handling administrative related work in (Muqem, Zawil, GOSI, MOL, GACA, TAMM and MOFA)
 - Reviewing the leaves and increments requests.
 - Coordination with the health insurance company.
 - Contribute to the process of recruitment and payroll.
- **HR Specialist, Saudi Branch of HQCEC** Apr 2013 – Feb 2014
 - Developing the job descriptions.
 - Sourcing candidates, reviewing the resumes, and managing the interviews.
 - Preparing the orientation for the new employees and reporting the training results.
 - Coordination HRDF relationships.
 - Forming, maintaining, and updating employees' records.

Education

- MBA with concentration in Marketing, Wright State University USA
Aug 2015 – Dec 2017
- Bachelor in HR, King Abdulaziz University Jeddah
Feb 2010 – Jun 2013
- Diploma in Executive Secretarial, IPA Riyadh
Feb 2006 – Jun 2008

Courses

- Online Courses (Excel skills for Business, Training of Trainers, Marketing...)
- English for Academic purpose, ELS Language Centers
Feb 2014 – Nov 2014

Skills

- Teamwork and Collaboration
- Communication skills
- Computer skills
- Goal oriented
- Knowledge of labor law
- Time management