

AREEJ ALGHAMDI

Profile Overview

Master's degree in Business Administration and Bachelor's degree in English Language. I have almost 3 years of experience in HR and administrative work.

Personal Information & Contact Details

DOB: 29/10/1992

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Address: Jubail Industrial City, Saudi Arabia

LinkedIn:

[linkedin.com/in/areejkghamdi](https://www.linkedin.com/in/areejkghamdi)

Skills

- Microsoft Office.
- Familiar with SAP/ERP systems.
- Fast learner and energetic.

Languages

- Arabic: native
- English: fluent

References

- Available upon request.

Work Experience

Saudi Sulb

HR Coordinator · 05. 2018 - 07. 2018

- Responsible for employees files and updates.
- Responsible for offices supplies and issuance of reservation from warehouse.
- Coordinated with contractors for repair of office equipment.
- Responsible for Arabic and English translation for memos, reports & circulars.
- Help desk monitoring, assigning and submission of weekly report.
- Performed any other tasks assigned by the Supervisor/HR Manager.

Advanced Engineering (AENG)

HR Officer · 09. 2015 - 01. 2018

- Performed general office duties and administrative tasks.
- Prepared employment offers and contracts.
- Involved in recruitment by posting ads, managing the hiring process and conducting job interviews.
- Maintained employees records and filing.
- Approved employees leaves and monitored leaves schedule.
- Handled employees conflicts and grievances.
- Planned & analyzed department employment needs.
- Prepared and performed New Employee Orientation.

Academic Background

College of Business Administration, King Saudi University

Master of Business Administration (2019-2021)

- GPA 4.8 / 5

College of Education, Imam Abdulrahman Bin Faisal University

Bachelor of Education in English Language (2010-2015)

- GPA 4.03 / 5