

TAMADER ALMOUSA

CONTACT DETAILS

Saudi Arabia , Dhahran
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Phone No: 0565685680
Date of Birth: Nov 27, 1994
Nationality: Saudi

EDUCATION

2013 - 2017
Imam Abdulrahman Bin Faisal University
Bachelor of English Language

2019 - PRESENT
Academy of Learning
Diploma in Human Resources Management

WORK EXPERIENCE

Retal Urban Developmen HR Specialist

April 2021 - Present

Retal Urban Development HR Assistant

June 2019 - April 2021

- Provide clerical and administrative support to HR executives.
- Compile and update employees records (hard and soft copies).
- Assist with day to day operations of the HR functions and duties.
- Process documentation and prepare reports relating to personnel activities.
- Dealing with employees requests regarding HR issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (Timesheet).
- Coordinate with candidates and schedule interviews.
- Sourcing candidates by using database and social media.
- Collaborating with department managers to compile a consistent list of requirements.
- Completing paperwork for new hires.
- Registering new employees in ERP System, enrolling them in GOSI and issuing medical insurance.
- Creating Excel files for organizing and tracking purpose.
- Issuing required certificates and letters for internal and external use.
- Translation.

Australian Laboratory Services Arabia Co. LTD

Sample Receipt Officer

April 2018 - June 2019

- Logging samples and assigning analysis into the laboratory system including receipt, work order creation, committal and invoicing via ANGLE system.
- Ensuring phone calls and emails are answered promptly and professionally.
- Resolving inconsistencies with incoming samples.
- Following up, monitoring and reporting on all pending activities to the customer.

RSTN Consulting

Archiving Officer

October 2017 - February 2018

- Scan and convert documents into electronic data.
 - Updating archival database.
 - Provide reference services and assistance for users needing archival materials.
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COURCES

- **Managing Social and Human Capital**

Wharton University of Pennsylvania

February 2020

- **Business Skills in English**

Prince Sultan Fund for Women Development

January 2019

- **Customer Service**

IAU University

April 2018

- **Secretarial and Office Management**

IAU University

April 2018

- **Introduction to Human Resources Functions**

Doroob

August 2017

SKILLS

- Strong communication skills.
 - Excellent organizational skills.
 - MS Office.
 - Fast Learner.
 - Time management.
 - Teamwork.
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