

# Hanan Abdullah Al-Ahmed

Business Administration

## Contact

### Address

Al Ahsa Saudi Arabia

### Phone

0564440612

### E-mail

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## Skills

Organizational Development



Payroll coordination



Personnel recruitment



Report writing



## Software

Microsoft Office



## Languages

English



Multi-talented Human Resources Executive successful at streamlining costs and maximizing company profile in job market. Versed in EEOC and other relevant compliance statutes. Excellent organizational and time management skills coupled with task prioritization.

## Work History

2022-01 -

### Human Resources Manager

Current

*TELAL SITTA INVEST COMPANY, Al Ahsa*

- Implemented performance reviews and motivational strategies to elevate HR team results.
- Motivated employees through special events and incentive programs.
- Used technologically relevant digital systems to manage payroll and benefits programs.
- Devised hiring and recruitment policies for 40 -employee company.
- Created organizational filing systems for records, correspondence .

2016-03 -

### Call Center Supervisor

2021-02

*Al-Kifah Holding Company, Al Ahsa*

- Oversaw employee performance to foster accurate prioritization and achievement of sales and productivity goals.
- Prepared agendas and took notes at meetings to archive proceedings.
- Prepared reports to assist business leaders with key decision making and strategic operational planning.

## Education

2018-09 -

### Bachelor of Arts: Business Administration

2022-08

*SAUDI ELECTRONIC UNIVERSITY - Al Ahsa, Saudi Arabia*

2010-10 -

### Diploma Degree From Technical College

2013-07

*Technical And Vocational Training Corporation - Al-Ahsa , Saudi Arabia*

from the department of Computer Technology in field of Technical Support.

2014-04 -

### Intensive English Language Program

2014-09

*Technical And Vocational Training Corporation*