

SHURUQ ALMOMEN

HR Specialist

Contact

Address

Dammam, 01

Phone

055 004 3601

E-mail

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Skills

Office Skills

Excellent

Data Entry

Excellent

Recruitment

Excellent

Seeking to obtain a position that utilizes extensive HR Recruitment experience and effective communication skills that enables company growth. Secure a position that rewards based on performance and commitment to excellence.

Work History

2021-01 -

HR Specialist

2021-05

AL-Yamama Company , Dammam , Eastern

- Supporting the identification of highly qualified candidates
- Supporting the implementation of a multifaceted internship program that meets the goal of a committed and diverse Company workforce.
- Maintaining good working relationships with personnel who will serve as hiring /onsite managers for interns.
- Maintaining communications with hiring managers and applicants during the selection process
- Conducting the initial candidate screening for all positions and making recommendations for finalists.
- Managing the recruitment process and life-cycle, including initial assessments, interviews, offers, and developing talent benchmarking, talent assessment, and interviewing policies.
- Reviewing new positions in anticipation of recruitment to ensure appropriate classification.
- Review and recommend salary placements for new hires, and provide data input to annual salary surveys.

2018-03 -

Training Marketing Executive

2019-04

Diver Island , Diver Island

- overseeing and developing marketing campaigns
- devising and presenting ideas and strategies
- compiling and distributing financial and statistical information

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Education

2015-01 - **Bachelor of Science : Business**
2019-01 **Administration – System Management**
At Arab Open University - Dammam

Certifications

2016-03

2016-03

organizing events and product exhibitions

updating databases and using a customer relationship management (CRM) system
coordinating internal marketing and an organizations culture monitoring
performance

Entrepreneurship

Career motivation