

HAWRA ALSAIHATI

CONTACTS

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OBJECTIVE

Currently looking for a challenging position where I can develop my practical, management skills and build an excellent relation with others through excellent communication channels.

EDUCATION

Prince Mohammad Bin Fahd University **2017-2021**
Bachelor with honor in Human Resource Management
GPA: 3.50 out 4.00

SKILLS

- Communication
- Leadership
- Microsoft Office
- Negotiation
- Teamwork

LANGUAGES

- Arabic – Native
- English – Fluent

AWARDS:

- Received two recommendation letters from Aramco

REFERENCE:

- Upon Request

EXPERIENCE

Saudi Aramco Company Juaymah, KSA
Internship Program Jan - Mar / 2021

- Participated in safety and Ethics awareness workshops/ Courses.
- Worked on finding the right act and rule for real Employee cases
- Learned HR Manual and General Policies Related to Payroll.
- Worked on several systems related to payroll for shift and regular workers, such as Absence Recording and Leave Management.
- Developed with my team a new process plan related to timekeeping process that aims to minimize paper and applying for professional processes and approvals.
- Analyzed employees details from 5 years utilizing excel to make a summary for each year.

Saudi Aramco Company Udhaiiyah, KSA
Summer Training Program Jun - Aug / 2019

- Learned the elements of HR (selections, development, performance, engagement).
- Completed multiple tasks on excel and organize their selection.

Saudi Aramco Company Ras Tanura, KSA
Volunteering Aug / 2013

- Worked as a librarian in Njmah Recreation Library