



ZB

# Zainab G. Bohlaigah

+966534032415 | zain2010ab@hotmail.com | Dammam, Saudi Arabia

## OBJECTIVE:

Technical Support graduate seeking a full-time employment opportunity in a well reputed company that will provide me with valuable experience and utilize my skills

## SKILLS

- Excellent team player
- Negotiation skills and ability to persuade
- Good leadership and interpersonal skills
- Microsoft Office Suite (Excel, PowerPoint, and word)
- Ability to understand and adapt new skills

## EXPERIENCE:

Mishnan Group  
**Human Resource Assistant**  
Sep 2016 – July 2020

### Job Roles & Responsibilities

- Performed clerical/ secretarial duties in support of the project
- Assisted with the recruiting and hiring process for all paid staff
- Maintained employee and business contact databases and compiling records
- Filed monthly reports and employee time sheets
- Data entry, processed confidential data (salary) and Assist Finance Department in processing payroll for all HO staff
- Assist in preliminary interviews of potential candidates and conducted new employee orientations and facilitate successful onboarding of new employees
- Attended ongoing training sessions to achieve a higher level of technical skills
- Provide administrative support for HR executives
- Composed correspondences and memorandums for the company as per policy and approvals
- Exit Documents preparation & Employee Relations, Employee Engagement

Al-Mosheer International Group  
**Human Resource Assistant**  
Dec 2014 – Mar 2016

### Job Roles & Responsibilities

- Performed clerical/ secretarial duties in support of the project
- Assisted with the recruiting and hiring process for all paid staff
- Arranged travel approvals for managers and employees upon request

**EDUCATION:**

- **Diploma in HR Management** (from Quartz International Training and Media- **Jordan & International College In London**) 2021.

**Diploma Degree: Computer Technology (Technical Support),**  
with an excellent GPA of 4.8 2010 – 2012  
Girls Higher Technical Institute Al-Hasa

**COURSES**

- Advance Presentation skills. 12 March 2021 (from Quartz International Training and Media- **Jordan**)
- Structuring and Communication 24 March 2021 (from **Ithrai – Institute of Public Administration**)
- Bupa Certificate.
- Business Report Writing
- From 07/10/2018 to 10/10/2018 in **Bahrain** Institute of Banking and Finance (BIBF)
- HRM (Human Resources Management)
- 2018-05-09 - 2018-05-06
- Movie Maker Course
- Cisco Course It - Essentials Network Fundamentals
- Cisco Course It- CCNA Exploration Network Fundamentals
- Cisco Course It- Essentials PC Hardware and Software

**ACHIEVEMENTS:**

- Obtained Nora Prince Certificate of Excellence

**LANGUAGE**

- Known languages are Arabic & English, however I'm seeking to speak another language