

Resume

Mariam Jaber Al Khalaf

HR Assistant and Customer Service Representative

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Marital Status : Single

Nationality : Saudi

EXPERIENCE

Sales & Customer Service Assistant, Aamaly company

January 2021-July 2021

1- Sales

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- Arranged importing merchandise from Chinese companies, and was responsible for discussing all the essential details with the suppliers.

2- Worked in the sales department as a sales assistant.

2- Customer Service

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- Helped our clients and customers register/ edit, and organize their personal profiles in the government online websites.

- Wrote formal letters for both the company and the clients in Arabic and in English.

- Helped the clients issue municipality License and commercial registration.

- Was responsible for helping our foreign clients and translating their needs to a colleague who could help them.

Human Resources Assistant, Truos Factory

Sep 2019-Sep 2020

Dammam

Tasks & Responsibilities:

1- Monitoring

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- Reviewed all the work's production plan information and write reports stating the notes, mistakes and instructions to help achieve the goals.

2- Accounting / Financial

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- Created and reviewed the daily expenses reports in Al-Rasheed Accounting Program.

- Reviewed the daily projects' invoices.

- Reviewed the expenses' invoices.

-Reviewed the bank statements.

- Created summary reports for the bank statements.

-Reviewed the salaries with the Accountant.

- created reports stating the financial reports' mistakes and reviewed the updates with the employees in charge.

3- HR and Directing Personnel

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- Lead our team members to perform their duties as required and reviewed their performances with the manager to evaluate them and help them improve their performances.

- Renewed the employees' insurances.

- I was responsible for contacts, communications and confirmations regarding Administrative and HR duties.

- Arranged the employees' files.
- Updated the factory's certificates from the official websites such as GOSI certificate & Saudization.
- Made final exits to the foreign employees.
- Worked on renewing iqamas.
- Communicated with foreign agencies to finish required jobs verbally and by emails.

EDUCATION AND CERTIFICATES

High Diploma in Accounting	■ Lincoln College	-2018
	GPA: 4.11	
Pet English Certificate	■ Cambridge unviersity - Lincoln College	-2017
	Final score: 157/170	

COURSES

Introduction to human resources	■ Doroob Website	4 Hours
Master Microsoft Excel	■ Rawaq Website	3 weeks - 3 Levels
IT in the workplace - Master MS Office Programs	■ Doroob Website	50 Hours
Leadership Skills	■ Doroob Website	3 Hours

PROFESSIONAL SKILLS

- HR skills , Excellent
- Writing skills , Excellent
- Passionate for learning & Development
- Accuracy and paying great attention to details
- Decision making based on good principles.
- Creative thinking
- Microsoft Programs (Excel - Word - Power Point) , Excellent

WEBSITES

- My English blog , <http://theseventhhighsky.blogspot.com/>
- My Arabic blog , <https://theseventhbluesky.blogspot.com/>
- My LinkedIn Account , <https://www.linkedin.com/in/mariam-al-khalaf-391986201>

LANGUAGES

- Arabic , Excellent
- English , Excellent