

ZAINAB M ALAWJAN

Saudi Arabia – Eastern Province

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Objective

To secure a challenging position in reputable organization to expand my learning, knowledge And skills can by fully utilize for the success of the organization

Education

Bachelor Degree English Language – King Faisal University 2012

Traning Internship (Atmez) Aramco Project – Alkaleej Tranining & Education 2013

Experince

July 2021- Presented

Admin Assistant Acting Recruitment Officer at Future Cermis Company

Task Role in HR Department

- Received Local & Expats hiring applications
 - Send Hiring requet to local and internationl agency
 - Send , Select Resumes & communicate with units heads for all related to candidate and new hires
 - Schedual candidate interviews
 - Classified candidate documents based on hiring agency
 - Prepared offers for expats canidate
 - Follow up on candidate status with hiring agency and units heads
 - Send Visa and neguation with external hiring agency
 - HR advsior
 - Prepare Contracts
 - Send candidate list and arrange with booking deaprtment
 - Prepar new hires arrvial list and update units HR department
 - Update candidate list, new hires data base and sections
 - Prepar HR Process reports requested by Managament
 - Follow up with hiring agency
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December 2018-March 2020

Healthcare Provider Mangment Officer at Saudi Nextcare

December 2017-December 2018

Network Officer

December 2015- December 2017

Network Coordinator

Task Role at Saudi Nextcare

- Negotiation of Price list and discount proposal to the companies
- Managing Medical Network & Manual
- Prepare and notify head office & insurance company with updated network report in monthly and weekly basis
- Update Medical network daily
- Solving internal inquiries related to SOAS & Pending Claims
- Download PO transaction of service report and send it to health care providers
- Update providers information in medical network
- Problem solving

Certifications

Human Resources Management (Technical and vocational Training co.) Oct 2021
Insurance Foundation Certificate July 2018
Integrated Management from (Tatweer Algad Center) Jan 2015

Languages

English Fluent, Arabic Native Language

Skills

- Positive thinking, hardworking, understanding the key points of the success of professional Intellectuals with the teamwork, and effective communicator
- High self-initiative with excellent interpersonal skills
- Ability to communicate across a multi-cultural environment
- Willingness to accept challenges and responsibility
- Accuracy and Punctuality
- Microsoft Office (Word, Excel, and PowerPoint)