

# ZAHRAA ALBAHRANI

## Human Resources Management

### About Me

I am a multitasker, enthusiastic, eager, passionate about management, and 100 other things. I am a person who develops every day in knowledge, skills, and experience. I'm looking for a work environment that supports talent, accepts changes, encourages employees, and is unconventional.



Eastern Province



zahraa4277@gmail.com



+966-56-830-6680



zahraa-al-bahrani

### Education

#### SAUDI ELECTRONIC UNIVERSITY

Business Administration & Management  
Graduation Year: 2022

#### INSTITUTE OF PUBLIC ADMINISTRATION

Human Resources Management  
Graduation Year: 2018

### Skills



Time Management



Teamwork & Leadership



Communication Skill



Ability to work under pressure



Languages  
English/ Very Good  
Arabic/ Mother Language

### Courses

2021

**EXCEL: TIPS AND TRICKS**  
LinkedIn Learning

2020

**SEMINAR ON EMPLOYEE RIGHTS IN THE SAUDI LABOR LAW**  
Royati International Training Program

2020

**SOCIAL MEDIA AND EMPLOYMENT PROGRAM**  
KFU.EDU.SA

2020

**ENGLISH CONVERSATION AT WORK**  
Sama Al Nokhbah Training Center

### Experience

#### SAUDI ARAMCO COMPANY

AHSA, EASTERN PROVINCE

- **Coop Trainee**

Jan 2022 - April 2022

#### SIMPLE BUT DYNAMIC COMPANY

AHSA, EASTERN PROVINCE

- **HR Officer**

Sep 2020 - Present

#### Responsibilities:

- Recruitment
  - \* Preparing job descriptions, advertising vacant positions, and managing the employment process for internal and external recruitment.
  - \* Manage onboarding and new hire process.
  - \* Manage the overall interview, selection, and closing process.
  - \* Contact the overseas agencies to search for capable candidates.
  - \* Preparing the required documents for contracting.
- Payroll
  - \* Processes the company's payroll every month.
  - \* Responsible for wages, deductions, attendance, and time records.
- Vacation
  - \* Responsible for employees' vacation and calculation of the vacation salary.
- Responsible for government applications such as GOSI, Mudad, Taqat, and COC.
- Responsible for medical insurance.
- Responsible for end of contracts and managing all settlements.
- Monitoring employee performance.
- Ensuring accurate and proper record-keeping of employee information in electronic and digital format.

- **HR Assistant**

Aug 2019 - Aug 2020 - 1 yr

#### Responsibilities:

- Perform administrative duties.
- Maintain proper records of employee attendance and leaves.
- Assist in policy & procedures formulation, hiring, and salary administration.
- Prepare HR forms and letters.
- Communicate with overseas agencies for recruitment and prepare the required documents.
- Managing the internal recruitment by submitting online job postings, shortlisting candidates, and scheduling job interviews.
- Assist in any task related to management.