

Mariam Alammari

Human Resources Information System Specialist

Aiming for an environment with challenging experience to build my career path, and to expand and improve my knowledge and skills, and experience in a competitive environment

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📍 Dammam, Saudi Arabia

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WORK EXPERIENCE

Human Resources Information System Specialist

Abdulla Rashid Dossary & Partner Co

07/2021 - 11/2021

Eastern, Saudi Arabia

Achievements/Tasks

- Provides central support for HRIS applications, helpdesk operations, and/or data reporting to end-users
- Processes data change requests to update or correct data in the system, and resolves issues and user access/security; documents and tracks employee's inquiries and resolutions using an internal automated system
- Explains and applies Ministry of Human Resources and Social Development & GOSI laws, rules, regulations, policies, and procedures pertaining to statewide HRIS.
- Managing tasks related to the personnel for the employees include attendance, circulars, salaries, vacations, performance appraisal, warning letters... etc. in addition to the issuance of all employees' working permits, residence certificates, Iqama renewal, Work licenses renewal, visa, and other formal papers related to the employees.
- Updates HRIS procedures and job aids for staff.

EDUCATION

Computer Science Diploma

Imam Abdulrahman Bin Faisal University

08/2017 - 05/2020

Eastern, Saudi Arabia

CONFERENCES & COURSES

Programmer (07/2019 - 08/2019)

Minufiya University

- Performs work that involves conventional programming such as Python and customization, for which there are precedents, to carry out diversified software development projects or phases of a single project with relatively few complex features. Work requires the use of analysis, GIS, Data Mining, and Android Mobile Development.

VOLUNTEER EXPERIENCE

Student Affairs Coordinator

Imam Abdulrahman Bin Faisal University

06/2020 - 07/2020

Tasks/Achievements

- Assist with all graduate student affairs emails.
- Assist Operations Department concerning required documents and/or missing documents.
- Receive and follow up on student concerns/complaints.
- Preparing training courses for students.

Content Writer

Imam Abdulrahman Bin Faisal University

06/2018 - 03/2020

Tasks/Achievements

- Write high quality creative content and generate new and innovative ideas
- Creating infographic content
- Organizing Events

TECHNICAL SKILLS

Programming Language

Java, C#, C++, HTML, CSS, PHP, JavaScript, jQuery, Swift, MySQL, SQL, PL/SQL, Networking

SOFT SKILLS

Creative Problem Solving



Interpersonal Skills



Self Learning



LANGUAGES

Arabic



English



Japanese



Korean



CERTIFICATES

Cyber Warfare - TechCampus
(10/2019 - 10/2019)

Computer Maintenance (10/2019 - 11/2019)

Cyber Mobile - TechCampus (05/2019 - 05/2019)

Programming Using Python - Misk Foundation
(01/2019 - 01/2019)

Saudi Council Of Engineers Certificate
(07/2021 - Present)