

**Haneen Saad Alshamrani**

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## **Objectives:**

- Challenging a job position where my experience and education will contribute to be the success of the organization.
  - Seeking a long term employment where I can grow professionally and be a part of a dynamic team where hard work and sincerity are appreciated .
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## **Education:**

Bachelor degree in History from Dammam college .

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## **Experience :**

From 2015 till 2018

Samara industrial company

Human Resources Coordinator

- Responsible for employees contracts, salaries, governmental relations , writing letters in English and Arabic

Employees Insurance :

- Coordinate between insurance companies.
- Good knowledge in medical terminology and insurance practices.
- Verified and insured that insurance information and authorizations provided are current and not approaching expiration.
- Coordinated with the hospitals related to the company.
- Follow up employees compensation and medical approval for company employees .
- Prepared report of all company employees and their insurance statues.

From 2019 till 2020

Boutique Wrd Application

- Customer Service
  - Marketing
  - Administrative head and technical
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**Qualifications :**

- Microsoft Office (Word , Excel , powerpoint)
  - Presentation Skills
  - Communication skills
  - Team work
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**Language :**

- Arabic
  - English
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**Certificate and Training**

- English Course