
Hajar Ashour

HUMAN RESOURCES

Not only my education and experience what qualifies me to be an influential member of a HR team, I have that passion and pride in being a people professional. And I will always strive towards development and knowledge, and apply it in my work.

CONTACT

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Eastern Region

SKILLS & ABILITIES

Teamwork and Collaboration
Communication skills
HR KPI's
Microsoft Excel skills
Knowledge of labor law
Time management

COURSES

- Online Courses:
Excel skills for Business
Training of Trainers
Labor Law
Marketing
CIPD (in progress)

- English for Academic purpose,
ELS Language Centers.

EXPERIENCE

HR SPECIALIST, UNISIS ENGINEERING

KHOBAR JUN 2021 – SEP 2021

- Managing the Timesheets and upload them in ERP.
- Following the delay and absent policies.
- Processes company's payroll every pay period.
- Upload the salaries doc. for the (Safeguarding of Wages) in Mudad.

HR COORDINATOR, RAPCO

RAS TANORAH FEB 2020 – JUN 2021

- Preparing HR documents (employment contracts, letters, and guides).
- Forming, maintaining, and updating employees' records.
- Reporting regularly on HR metrics, such as Saudization, turnover, and evaluations rates.
- Handling administrative related work in (Muqem, Zawil, GOSI, MOL, GACA, TAMM and MOFA)
- Reviewing the leaves and increments requests.
- Coordination with the health insurance company.
- Contribute to the process of recruitment and payroll.

HR SPECIALIST, SAUDI BRANCH OF HQCEC

DHAHRAN APR 2013 – FEB 2014

- Developing the job descriptions.
- Sourcing candidates, reviewing the resumes, and managing the interviews.
- Preparing the orientation for the new employees and reporting the training results.
- Coordination HRDF relationships.
- Forming, maintaining, and updating employees' records.

EDUCATION

MBA with concentration in Marketing, Wright State University
USA

Aug 2015 – Dec 2017

Bachelor in HR, King Abdulaziz University

Jeddah

Feb 2010 – Jun 2013

Diploma in Executive Secretarial, IPA

Riyadh

Feb 2006 – Jun 2008