

ZAHRA ALMOHSEN

Eastern Province
+966548469611 • zahra.almohsen92@gmail.com

Objective

Obtain a job in management & HR position with a growing organization to make a positive impact on revenues, and experience long-term career growth. Seeking professional office environment where my skills are valued and can benefit the organization.

Work Experience

HR Assistant, Ali Zaid Al Quraishi & Brothers
(Training)

Feb 2020 - May 2020

- Maintained employees records data.
- responding Calls, emails in HR department.
- Issuing employee letters & salary certificates.
- Preparing salary & experience certification.
- Filling preparing GOSI form & letter for(addition, deletion, work injuries, changing statuses)
- Follow up and process employees probation appraisals.
- Process employee leave requests and update information.
- Archiving employee's documents in the file room & keep it confidential.
- Renew employee's contracts.
- making arrangements for the advertisement of vacancies
- Source and recruit candidates by using databases, social media etc
- screening candidates and drawing up shortlists of candidates for interview.
- Coordinate interviews appointment.
- Following up with hiring process
- Onboard new employees in order to become fully integrated.

Data Entry Clerck, Gulf International Bank
Internship

Nov 2019 - Dec 2019

- IPO Aramco project: Support GIB team by entering and maintaining IPO subscribers's information at the GIB System, guiding the subscribers to fill their information in the form, and create the bank agreements for subscribers.

Documents Controller, Cooper Industrial Middle East (Eaton.)

Jul 2018 - Jun 2019

- Maintain and update the QHSE systems documents.
- Maintain and control per qualification record documents.
- Create new processes for each department to decrease findings.
- Support operations targets.

Education

Bachelor of HR & Business Management.
University of Central Oklahoma

Dec 2016

- Graduated with a 3.06 GPA.
- Concentration in HR & Business Management.

English Program In Foreign Language
Rice University

Oct 2012

Training Courses

6 Sigma and Lean Workshop & Certification.
Who Wants to be an Entrepreneur Workshop.
CPR.

Skills

- Comfortable with PC and MAC, proficient in Microsoft office.
- Leading discussion and communication in large or small group.
- Critical thinking, decision-making and problem solving skills.
- Ability to determine work priorities.
- Teamwork and HR reporting, keep recording data.
- Managing the work, and coordinating event, schedule, and meeting