

# REMA OQAB ALSHAMMARI

## CAREER OBJECTIVE

I aspire to be an effective member of the company, where I can utilize my skills and educational background to create an impact

## EDUCATION

AL-BASSAM INSTITUTE

Diploma's Degree, Human Resource - April 2021

## PROFESSIONAL SKILLS

- Organizational Skills
- Quick Learner
- Interpersonal Skills
- Flexibility in Teamwork

## SOFTWARE SKILLS

- Microsoft office:  
Powerpoint, Word, Excel
- Oracle System:  
EBS, Fusion
- Governmental Systems:  
Mudad

## ACHIEVEMENTS

3 Months Internship Training - at Rawabi Holding (Valiianz Offshore Services) in the Department of Human Resources:

- New hire processing:
  - Created virtual profiles on EBS and Fusion
  - Prepared personal files + E-files
  - Added medical insurance - Added GOSI
  - Issued Employment ID process
- Contract processing:
  - Prepared all RVOS contracts (office and crew)
  - Prepared E-contracts through Mudad
- Payroll processing:
  - Initiated and maintained full cycle of payroll process [from encoding data on both EBS and Fusion systems to running payroll result]
- Employee relations:
  - Resignation process - Termination process
  - Warning letters





## LANGUAGES

- Arabic
- English

## PERSONALITY HIGHLIGHTS

- Cheerful
- Neat and well-organized
- Independent worker
- Works well with deadlines
- Collaborative and efficient

## CONTACT DETAILS

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