REMA OQAB ALSHAMMARI

PERSONALITY HIGHLIGHTS

• Neat and well-organized

Works well with deadlinesCollaborative and efficient

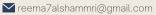
Independent worker

Cheerful

CONTACT DETAILS



(+966)592621087



in linkedin.com/in/reema-alshammari-4773b21b2

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
- Flexiblitiy in Teamwork

SOFTWARE SKILLS

• Microsoft office:

Powerpoint, Word, Excel

• Oracle System:

EBS, Fusion

• Governmental Systems:

Mudad

ACHIEVMENTS

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