

Afnan Fahad Alorefan

Human Resources Management

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 0556887111

 Al-Ahsa, Eastern Province

SUMMARY

Aiming to build a successful career in Human resources management by applying my acquired skills and experience in supporting employees and enhancing the workplace environment. Seeking to leverage my professional abilities and institutional knowledge to contribute to the organization's performance and achieve its goals efficiently and professionally.

EXPERIENCE

HR Specialist Assistant - Internship

March - May 2024

Ahdaf Development Holding Company (AlHoussain & AlAfaliq Group)

- Monitored employee attendance and absences, systematically reviewing timecards and processing records into the system.
- Managed annual leave and postleave return processes.
- Calculated and verified overtime & additional working hours.
- Entered employee data and their family information into health insurance systems.
- Coordinated with the logistics department to submit customer data to the Zakat, Tax And Customs Authority.

EDUCATION

Diploma in Human Resources Management - 2024

King Faisal University - College of Applied

GPA: 4.38 / 5.0

Bachelor's in Islamic Culture from King Faisal University

CERTIFICATIONS & TRAINING

- Governmental procedures in human resources operations - Al-Agmar training institute | 2025
- Internship Program Certificate - Ahdaf Development Holding Company | 2024
- Electronic Human Resources Management Course - Saudi Electronic University | 2017
- Intensive English Language Course - King Faisal University | 2013

SKILLS

- Data analysis.
- Time management And organization.
- Task execution and follow-through.
- Effective communication and teamwork.
- Problem-solving and decision-making.
- Microsoft Office.
- Public relations and personnel affairs management.

LANGUAGES

- Arabic
- English