

Maha Aljabr

Alkhobar | 0500687001

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CAREER OBJECTIVE

I'm seeking a job opportunity in a reputable organization to expand my knowledge, and skills. and to transfer my training, skills and knowledge I have learned to the workplace , while making a contribution to the success of the company.

Skills

Performance Evaluation. | Performance Management. | Human Resource Planning . | Training And Skill Development. | Labor Relations Management . | Project Management . | Marketing And Advertising . | Teamwork . | Event Catering . | Organization And Planning .

Experience

HUMAN RESOURCES SPECIALIST | ENPPI

ALKHOBAR | JAN 2024 - JUL 2025

Enppi with Saudi Aramco, Alkhobar

- Managing salaries and benefits.
- Processing resignation and departure requests.
- Employee recruitment and conducting interviews.
- Organizing vacations and time management.
- Planning and implementing training programs.
- Improving the work environment to increase productivity and comfort. Coordinating celebrations and events for projects.
- Organizing and managing employee medical insurance plans.
- Providing support in equipping employees with necessary devices, email, and systems.
- Experience working with Saudi Aramco.
- Handling all aspects of work related to Aramco, including identity management and permits.
- Implementing the entry permit system for project sites (TAR).
- Specialized training procedures such as "Safety Orientation" (SAOO).

MARKETING SPECIALIST | OLOU NATIONAL SCHOOLS

ALKHOBAR | JUL 2023 - AUG 2023

I created a summer club and I worked on all its stages:

- Create and manage the team.
- Supported club marketing efforts by planning, executing and following up.
- Content management.
- Marketing.

INTERNSHIP | SAUDI ARAMCO

ALKHOBAR | JAN 2022 - APR 2022

- Marketing a training courses for the employees.
- Writing content and design a marketing video.
- Organizing and supervising on specialized event for the department.

Education

BACHELOR DEGREE IN MARKETING | IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

ALKHOBAR | AUG 2018 - JUN 2022

Languages

ARABIC
NATIVE

ENGLISH
INTERMEDIATE