

MAJD MUBARAK AL-HAJRI

Phone: 0544850012 Email: Majdalhajri@gmail.com Location: Al Khobar, Saudi Arabia

Career objective

HR Operations Specialist with practical experience in HR administration, employee onboarding, attendance and timesheet management, employee records, payroll support, and HR documentation. Skilled in preparing HR reports and official correspondence while ensuring accuracy, organization, and compliance with company procedures.

EDUCATION

Bachelor of Information Science

Imam Abdulrahman Bin Faisal University | 2025.

Practical EXPERIENCE

HR Operations Specialist

HBR Business Company | Present

Managed daily HR operations and administrative processes.

Processed employee onboarding by registering new hires after contract completion.

Managed employee additions, terminations, and employment status updates.

Prepared and maintained attendance records, monthly timesheets, and leave records.

Recorded absences and supported payroll preparation through accurate HR data.

Maintained employee files and ensured HR documentation was accurate and up to date.

Prepared HR reports, salary certificates, and official correspondence.

Coordinated with Finance and site supervisors to resolve HR and payroll-related matters.

Information Science Trainee

King Abdulaziz Center for World Culture (Ithra).

Organized and classified information resources.

Assisted in daily library and administrative operations.

Supported users in accessing information resources.

SKILLS

HR Operations.

Employee Onboarding.

Attendance & Timesheet Management.

Employee Records Management.

HR Documentation.

Payroll Support.

Microsoft Excel.

Communication Skills.

Languages

Arabic

English