

MARYAM AL-HAJRI

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CAREER OBJECTIVE:

Human Resources specialist with 5 years of experience, seeking a leadership role in HR management where I can leverage my expertise in talent acquisition, performance management, and developing effective strategies that foster an engaging and innovative work environment. I excel in ensuring regulatory compliance, optimizing operational efficiency, and enhancing employee experience, contributing to the organization's strategic goals and sustainable growth.

WORK EXPERIENCES:

- **Arabian Towers Projects Contracting Co.** Aug 2023 - Nov 2024
HR Specialist
 - Assisting in preparing accurate performance reports and employee evaluations.
 - Managing attendance and leave records in coordination with relevant departments.
 - Preparing and following up on employee files and regularly updating their information.
 - Executing recruitment procedures from announcement to onboarding with high efficiency.
- **Arabian Towers Projects Contracting Co.** Nov 2022 - Aug 2023
HR Generalist
 - Coordinated recruitment processes to ensure efficient and timely hiring.
 - Assisted in HR data analysis and employee relations to improve workplace conditions.
 - Managed employment contracts and ensured compliance with Saudi labor regulations.
 - Executed onboarding and training programs to enhance employee performance and integration.
- **Alkhaleejion Trading Est.** Aug 2022 - Nov 2022
HR Supervisor
 - Conducted periodic audits to ensure compliance with labor laws and internal policies.
 - Managed HR systems and updated records to ensure data accuracy and accessibility.
 - Enhanced HR procedures to improve operational efficiency and workforce management.
 - Oversaw recruitment and onboarding processes to ensure smooth employee integration.
- **Zoman Mohammed Alhajri & Partners Co.** Jan 2021 - Dec 2021
HR Coordinator
 - Managed HR documents and enhanced employee experience.
 - Monitored compliance with Saudi labor laws and updated policies accordingly.
 - Screened resumes, scheduled interviews, and coordinated recruitment activities.
 - Processed payroll inputs, tracked attendance, and managed leave records with precision.
- **AlQahtani Holding.** Nov 2019 – Nov 2020
HR Administrator
 - Assisted in HR data analysis to improve policies and procedures.
 - Addressed employee inquiries and provided support to enhance job satisfaction.
 - Managed recruitment and onboarding processes for smooth new hire integration.
 - Maintained employee records and updated documentation for accuracy and compliance.

EDUCATION:

- Diploma in Human Resources Management | **Learning Academy Institute** | 2024 – Present.
- Diploma in IT Support | **International Technical College for Femal, Alkhobar** | 2019.

ACHIEVEMENTS:

- Led a digital transformation initiative, reducing paper usage by 50%.
- Spearheaded an employee engagement program, improving retention rates.
- Developed a 2024 HR strategic roadmap, enhancing workforce planning by 30%.

SKILLS:

- Proficient in Microsoft Office.
- Data Analysis.
- Effective Recruitment.
- Job Posting.
- Legal Compliance.
- Teamwork.
- Leadership.
- Problem-Solving.
- HR Systems: SAP, ZenHR, ODOO.
- Performance Management.
- Employee Onboarding.
- Policy Development.
- Analytical Thinking.
- Attention to detail.
- Time Management.
- Effective Communication.

LANGUAGES:

- Arabic
- English