

ABOUT ME

Eager to join a dynamic professional team where I can leverage and enhance my practical and educational skills, contribute to organizational growth, and work collaboratively towards shared goals. Committed to continuous development and dedicated to achieving personal and collective success for a brighter, more promising future. Ready to bring value and grow within a forward-thinking environment.

LANGUAGE

ENGLISH

ZAINAB
ALI ALNATTAH

HR PAYROLL SPECIALIST

 Eastern Province , Dammam, Saudi Arabia

 0594949045

 zainabalnattah@gmail.com

WORK EXPERIENCE

NDTCCS

Dammam
Jan 2023 - Feb 2025

HR PAYROLL SPECIALIST

- Ensuring all payroll transactions are processed efficiently
- Collecting, Calculating, and entering data to maintain and update payroll information
- Process payroll accurately and on time for all employees each pay period
- Maintain and update employee payroll records and personal information
- Calculate wages, deductions, and benefits accurately for each employee
- Respond promptly to employee inquiries regarding payroll and compensation issues
- Collaborate with HR and finance teams to ensure data accuracy and compliance

NDTCCS

Dammam
Oct 2022 - Dec 2022

HR ADMINISTRATIVE ASSISTANT

- Recruiting
- Preparing the offer letters, termination & resignation letters
- Monitoring the traffic violations on Tamm and muqem
- Managed and maintained employee records accurately and confidentially
- Scheduled and coordinated interviews, meetings, and onboarding sessions efficiently
- Prepared and processed HR documents such as offer letters and employment contracts
- Supported recruitment activities including posting job ads and screening resumes

NABORS

Qatif
Jan 2021 - May 2021

ASSISTANT ACCOUNTANT INTERN

- Prepared daily invoices for Saudi Aramco's portal, ensuring accuracy and timely submission.
- Maintained organized records of invoice transactions to support efficient financial reconciliation.
- Collaborated with team members to verify invoice details and resolve discrepancies promptly.
- Assisted in streamlining the invoicing process to improve overall workflow efficiency.
- Gained practical experience in financial documentation and accounting procedures related to client billing.

EDUCATION

ALASALA UNIVERSITY
Dammam
2022

BACHELOR'S IN FINANCE

SKILLS

PROFICIENCY IN USING COMPUTERS AND
MICROSOFT OFFICE

ABILITY TO WORK UNDER PRESSURE

LEADING AND TAKE ON RESPONSIBILITIES

WORKING IN A TEAM

ORGANIZATION AND PUNCTUALITY

ABILITY TO SOLVE PROBLEMS AND MAKE DECISIONS

COST MANAGEMENT

COURSES

- Analysing Company Performance Using Ratios
- Corporate Finance Fundamentals
- Reading Financial Statements
- Accounting Course