

ASAYEL ALALHARETH

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SUMMARY

Aspiring Human Resources professional aiming to enhance operations and drive growth by applying strategic and managerial skills, with a focus on leadership and relationship building.

EXPERIENCE

Human Resources Intern (Tamheer) – Autobia, Dhahran, Saudi Arabia

May 2025 – Present

- Managed the Residency Renewal Process, including checking renewal eligibility, ensuring no legal violations, and coordinating with the employer/sponsor.
- Executed the Recruitment Process, from drafting job descriptions and searching for candidates (LinkedIn), to screening CVs and creating interview shortlists using Excel.
- Handled New Employee Onboarding, including setting up Jisr accounts, completing paperwork, conducting orientation sessions, introducing new hires to the team, and sending company-wide welcome letters via Basecamp.

Human Resources Trainee – Jana Marine Service, Khobar, Saudi Arabia.

Sep 2024 – Dec 2024

- Handle Government Licenses and services including:
(balady, Civil Defense, Transport Authority, Chamber of Commerce, Nitaqat, Muqem , Qiwa, Mudad).
- Managed employee processes including (leaves, end of service, and employment contracts).
- Used Excel to organize and track all company certificates and licenses including issue and expiry dates status and notes in a clear searchable format that's easy to update and share.

Human Resources Intern – Kingdom Resources Trading Co, Dammam, Saudi Arabia.

Sep 2020 – Nov 2020

- Recruited candidates and screened CVs using online platforms.
- Managed HR data with the “Ektefaa” system and handled visa processes via Muqem.

EDUCATION

- **Bachelor of Human Resources Management** – Al-Asala colleges **Aug2021 – Jan 2025**
- **Diploma in Human Resources Management** – Higher Learning Academy for Training **Dec 2018 – May 2021**

COURSES

- Writing reports and administrative correspondence
- Total Quality Management
- Excel Certification: From Beginner to Professional
- Business Growth Strategies

SKILLS

Technical Skills:

- HR Information Systems (HRIS).
- Recruitment.
- Microsoft Office.
- Data Analysis.
- Reporting.

Soft Skills:

- Critical Thinking.
- Communication Skills.
- Organizational Skills.
- Problem-Solving.
- Decision-Making.

LANGUAGES

- Arabic
- English