

DUAA ALI ALSEDRAH

• Saudi Arabia — Email : Doaaa506@gmail.com — Phone : 0596697600

SUMMARY

My career objective is to continuously improve my skills and knowledge within my field, while contributing to the success of the organization I work for. I aim to achieve this by demonstrating dedication, embracing lifelong learning, fostering strong collaborative relationships with colleagues, and working together to drive mutual success and growth.

EXPERIENCE

Murjan medical Complex | Saudi Arabia | Sep 2024 — Present

- **HR Specialist**
 - Managing platforms like Qiwa, GOSI, Muqem, and Seha for employee registration and compliance
 - Handling health insurance tasks, including adding/removing employees and related admin duties
 - Overseeing employee requirements, documentation, and administrative tasks for smooth HR operations
 - Preparing and managing salary and leave data to ensure accurate payroll processing and leave management
- **Administrative Assistant**
 - Scheduling meetings and following up on timelines to support effective management operations
 - Preparing regular reports and maintaining organized administrative files and records
 - Handling incoming and outgoing correspondence and ensuring proper filing and archiving
- **HR Recruitment**
 - Managing the onboarding process for new employees, including orientation and registration procedures
 - Searching for resumes and identifying suitable candidates for open positions
 - Screening resumes and selecting candidates based on job requirements
 - Conducting interviews and evaluating applicants' qualifications

Alshaya company | Saudi Arabia | 2021 — 2024

- **HR Specialist**
 - Monitoring compliance with labor laws and regulations and updating HR policies accordingly
 - Managing records and updating their information in HR systems
 - Internal audits ensure compliance with company policies and regulations, supporting transparency and accountability
 - Audit reports summarize findings, offer recommendations, and highlight potential risks to operations or compliance
 - Analyzing financial records identifies discrepancies and areas for improvement
- **Administration**
 - Handling administrative tasks like document organization, scheduling meetings, and ensuring smooth operations
 - Assisting with scheduling appointments, coordinating meetings, and handling correspondence efficiently
 - Maintaining records, ensuring they are organized for easy access and retrieval when needed
- **Collector**
 - Gathering and organizing diverse information with attention to detail and accuracy
 - Ensuring the completeness and correctness of documents and data collected
 - Creating comprehensive reports and presentations to communicate findings effectively

EDUCATION

Arab open University | Saudi Arabia

- Bachelor's degree of English Language and literature

SKILLS

- **Technical skills**
 - Proficiency in Microsoft Office Suite
 - Recruitment & Talent Acquisition
 - Payroll Management
 - Administrative Tasks
 - Task Management
 - HR Management
 - HR Compliance
- **Soft skills**
 - Strategic planning
 - Communication Skills
 - Problem Solving
 - Teamwork

COURSES

- Intensive English language Course EL097 - Beginner (equivalent to A1 on Cefr Scale)
- Intensive English Language Course EL099-per intermediate (equivalent to B1 On CEFR Scale)
- Intensive English Language Courses EL098

LANGUAGES

- English
- Arabic