

Hanan alhaidari

HR & Administrative Specialist

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Summary

Organized and motivated professional with a background in Public Administration and IT. Recently completed a 6-month residency at Al Salama Hospital, focusing on HR operations and administrative support. Skilled in office management, Microsoft Office (MOS), and customer service. Dedicated to supporting team goals and learning new professional tasks efficiently.

Experience

Administrative Intern - Al Salama Hospital - Sep 2025 – Feb 2026

Managed workflows across HR, Finance, and Guest Experience departments.

Ensured high-standard documentation and professional accuracy to support hospital operations

Sales Assistant - ALesayi - Mar 2024 – Jul 2024

Assisted over 50 daily customers with tailored product knowledge. Generated daily sales reports to optimize store performance and support inventory management

IT Support & Data Entry - General Syndicate of Cars - Seasonal - May – June 2023

Provided technical IT support to ensure smooth operation of digital systems during the Hajj season.

Managed accurate data entry for high-volume administrative records, ensuring system efficiency and data integrity.

Sales Assistant - World of Entertainment Co. Ltd.-Sep 2022 – Jan 2023

Provided product demonstrations and after-sales support to maintain strong customer relationships. Monitored sales metrics and supported visual merchandising to enhance store performance

Merchandiser -Al Naghi-Nov 2021 – Jun 2022

Coordinated product orders and stock replenishment to increase brand visibility. Organized warehouse operations and collaboration with team members to achieve sales targets

Representative - Al Hokier Group -May 2019 – Nov 2021

Assisted over 100 daily customers, delivering personalized service to foster long-term loyalty. Tracked sales metrics to identify improvement areas and support company performance initiatives.

Education

Diploma in Public Administration - King Faisal University (2026)

Diploma in IT Support & Networking- International Technical College (2019)

Professional Qualifications & Skills

Professional Certification:

Microsoft Office Specialist (MOS) – 2025

Training Courses:

Administrative Laws & Organizational Performance -2024

Personnel Management & Administrative Development - 2024

Administrative Supervision & Organization -2024

Administrative Correspondence & Report Writing- 2024

Secretariat & Office Management - 2023

Excellence in Customer Service- 2023

Human Resources Management -2023

Project Management Professional (PMP) Training- 2020

Skill

Technical Skills:

Office Productivity: Proficient in Microsoft Office

Administrative Support: Records management, professional correspondence, and data entry.

IT Proficiency: Technical troubleshooting, network support basics, and system operation.

Operations: Inventory management, sales reporting, and customer relationship Soft Skills:

Organizational: Time management, workflow coordination, and multi-tasking.

Communication: Professional verbal/written communication and customer service excellence.

Adaptability : Fast learner, team collaboration, and ability to work under high-pressure environments.

Languages

Arabic

English