

Mashael Al Eissa

Email: Meshaelaleissa@gmail.com | **Mobile:** +966548472280

LinkedIn: mashael-aleissa-1462a0159

Motivated HR Management graduate with a strong academic background and internship experience. Possesses excellent communication and problem-solving skills to support recruitment, employee relations and performance management initiatives.

LANGUAGES

- ✦ **Arabic** - Native.
- ✦ **English** - Advanced. 3 years in Foreign Languages at PNU

EDUCATION

- ✦ Academy of Learning Institute at Al Khobar.
- ✦ GPA: 4.67/5
- ✦ Diploma in Human Resources Management.
- ✦ Graduation Year 2023

SKILLS

- ✦ Employee Relations
- ✦ Training
- ✦ Performance Management
- ✦ Leadership
- ✦ Conflict Resolution
- ✦ Payroll Administration
- ✦ HR Policies
- ✦ Benefits Administration
- ✦ Labor Law Compliance
- ✦ Data Analysis

TECHNICAL & PERSONAL SKILLS

- ✦ Highly organized, efficient.
- ✦ Fast self-learner and very attracted by details.
- ✦ Excellent to work as a part of a team.
- ✦ Good Leadership and communications skills.
- ✦ Microsoft Office (MS Word, PowerPoint, etc.)
- ✦ Time Management, People skills, Leadership
- ✦ Ability to multitask, resilience, and creativity.
- ✦ Effective Problem-solving abilities.