

Esraa Alkhomairi Email: Esraaalkhomairi@gmail.com | Phone: 0540255210

Professional Summary

Recent Business Administration graduate with training experience in Human Resources. Skilled in recruitment support, employee relations, and organizational tasks. Punctual, reliable, and eager to apply management knowledge and HR expertise to contribute effectively to dynamic workplaces.

Education

Bachelor's in Business Administration (Management) Saudi Electronic University, Saudi Arabia
Graduated: 2025 Academic Projects Leadership Workshop Series Saudi Electronic University |
17/11/2024 – 30/11/2024

- Designed and facilitated workshops to enhance leadership and teamwork skills among students.
- Conducted assessments to measure participant outcomes and program effectiveness.

Experience & Training HR Training – Well Done, HR Department | 16/01/2025 – 28/04/2025

- Assisted with recruitment processes (screening CVs, scheduling interviews).
- Supported onboarding and employee record management.
- Learned about HR policies, payroll basics, and employee engagement.
- Contributed to administrative tasks within the HR department.

Skills

- Strategic Planning and Execution
- Leadership and Team Management
- Event Planning and Coordination
- Project Management
- Data Analysis and Reporting
- Stakeholder Engagement
- Communication and Presentation
- Recruitment & Onboarding
- Employee Relations Support
- HR Policies & Procedures
- Payroll Basics

- MS Office (Excel, Word, PowerPoint)
- Punctual and Reliable Certifications and Training
- Chinese Language Lessons, Saudi Electronic University, 2021

Languages

- Arabic: Native
- English: Fluent
- Chinese: Beginner