

Leena Al-Juaid

Human Resources Professional

☎ +966 555332477

📍 Saudi Arabia.

✉ Leena.aljuaid@gmail.com

Professional Summary

Results-oriented HR professional skilled in recruitment, onboarding, and trainee supervision, with a proven ability to enhance HR operations for organizational growth and efficiency. Seeking to leverage expertise in a dynamic HR environment.

Work Experience

Human Resources Coordinator

Kanoo Terminals Services (KTS) – Dammam

Dec 2024 – Present

- Managed the end-to-end recruitment process, including job posting, screening, shortlisting, interviewing and coordinating offers.
- Managed the onboarding of new hires, preparing orientation materials and ensuring smooth integration.
- Handled offboarding procedure, ensuring smooth transition, exit interviews, and compliance with company policies.
- Collaborated with government relations on non-Saudi hiring compliance for efficient onboarding.
- Coordinated and delivered training program to support develop and up skill employees increasing efficiency and loyalty.
- Maintained and updated accurate employee records in compliance with organizational and legal requirement.
- Assisted in ERB implementation process by meeting requirements set for HR team.

Human Resources Management

National Oilwell Varco (NOV) – Khobar

Jun 2024 – Sep 2024

- Developed a comprehensive archiving system, organizing 800+ employee files for secure and efficient retrieval.
- Assisted in onboarding 50 new hires, preparing orientation materials and ensuring smooth integration.
- Supervised 15+ trainees across departments, supporting skill development and team success.
- Collaborated with government relations on non-Saudi hiring compliance for efficient onboarding.
- Managed social and health insurance enrollments for smooth benefit integration.

Human Resources Administration – Marketing

I Can Special Education – Dammam

Mar 2023 – Jun 2023

- Drafted official communications to enhance workflow and administrative efficiency.
 - Compiled HR activity reports to support management's strategic planning.
 - Organized events to improve team engagement and company culture.
 - Supported social media initiatives, enhancing visibility through strategic content.
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Education

Diploma in Human Resources Management

Imam Abdulrahman bin Faisal University, 2024.

Skills

- **Technical:** Microsoft Office Suite (Excel, Access, Word, PowerPoint), Oracle, Computer literacy.
 - **HR Expertise:** Recruitment Support, Performance Management, File Archiving, Onboarding, Contract Preparation, Document Management, Administrative Support.
 - **Soft Skills:** Attention to Detail, Organizational Skills, Adaptability, Confidentiality, Communication (Oral & Written), Teamwork.
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Certifications

- Attracting and Cultivating Talent, Harvard ManageMentor 2024.
 - Strategic Thinking, Harvard ManageMentor 2024.
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Languages

- Native Arabic, Advanced English