

NASELAH HASSAN ALSHEHRI



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Saudi Arabia, Riyadh

SUMMARY

My career goal in the field of human resources is to develop and improve human resources management strategies to enhance satisfaction and performance in the team, by implementing best practices and implementing policies that promote positive interaction and promote a stimulating work environment.

Experience

- HR Operations specialist- Arkitectonica

1/9/2024 - Now

- 1.Coordinating and maintaining employee personnel files and documentation.
- 2.Monitoring and recording employee leave requests and absences.
- 3.Managing recruitment operations, including job postings, applicant screening, and interview scheduling.

- Tamheer Program - Saudi business Establishment company Human Resources
19/11 to 18/5 . Specialist | November 2023-May2024.

Education

- Bachelor's degree in specializing in Islamic studies, King Khalid University

Courses

- HR
- Public relations
- Executive secretarial and office management

Skills

- Follow up on attendance and departure
- Reports preparation
- Preparing speeches
- Working on government platforms
- Dealing with excel

Language • Arabi • English