

Ebtesam Alnefaie

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Objective

A highly motivated and detail-oriented Human Resources professional with a strong background in HR operations, recruitment, and employee relations. Seeking to leverage my analytical, organizational, and communication skills to contribute to organizational growth and employee development. Passionate about continuous improvement, professional development, and fostering a positive and efficient work environment that aligns with corporate goals and values.

Experience

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|---|----------------|
| Human Resources Officer Signtrade | 2023 – Present |
| <ul style="list-style-type: none">Managing recruitment processes and selecting qualified candidatesOverseeing employee training and performance improvement initiativesHandling employee requests and administrative HR procedures | |
| Operations Officer AlKhaleej Training & Education | 2021 – 2023 |
| <ul style="list-style-type: none">Coordinating daily operations across departments to ensure workflow efficiencyMonitoring performance metrics and supporting goal achievementAssisting in developing and implementing training plans | |
| Human Resources Officer Family Business (Automotive Sector) | 2014 – 2020 |
| <ul style="list-style-type: none">Administering employee affairs and maintaining HR policiesSupporting payroll, attendance, and benefits administrationCoordinating recruitment and onboarding processes | |

Education

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| Higher Diploma in Human Resource Development Institute of Public Administration | 2025 |
| Bachelor's Degree in Chemistry King Faisal University | 2018 |

Courses

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| • Human Resource Development | 2020 |
| • Data Entry and Word Processing | 2022 |
| • Strategic Management | 2024 |
| • Customer Service | 2022 |
| • English Language – British Council, Riyadh | 2019 – 2020 |
| • English Language – King Fahd University of Petroleum & Minerals | 2018 |

Skills

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|--|------------------------------|
| • Microsoft Office (Word, Excel, PowerPoint) | • Strong Communication |
| • HR Management Systems (HRMS) | • Time Management |
| • Data Entry and Documentation | • Teamwork and Collaboration |
| • Employee Database Management | • Problem Solving |
| • Recruitment Platforms (LinkedIn, Bayt) | • Attention to Detail |
| • Performance Tracking Tools | • Adaptability |

Language

- Arabic.
- English.