

Shaima Musa Al-Dossary

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 Dammam, Saudi Arabia

SUMMARY

As an HR Intern at Salem Balhamer Holding Company, I supported key human resources operations, including employee data management, contract processing, and digital transformation initiatives. I efficiently handled attendance tracking, documentation, and administrative tasks using platforms such as Qiwa, GOSI, and Muqem. This experience strengthened my organizational, analytical, and communication skills within a professional business environment.

EXPERIENCE

Salem Balhamer Holding Company | Saudi Arabia

Intern (HR) | January 2025 – April 2025.

- Managed employee attendance records and HR documentation efficiently.
- Processed employee contracts and updates through Qiwa, GOSI, and Muqem platforms.
- Supported digital transformation initiatives and data management activities.
- Organized and maintained employee files in both physical and digital formats.

EDUCATION

Saudi Electronic University | Saudi Arabia

Bachelor's Degree in Business Administration | 2025.

- Developed a strong foundation in business management, finance, and organizational strategy.
- Enhanced analytical and decision-making skills for effective problem-solving.
- Built leadership and communication abilities to manage teams and projects successfully.
- Applied theoretical knowledge to real-world business challenges for sustainable growth.

OTHER

● Courses and Certifications:

- Excel Course | Hadaf | October 2024.
- Mini MBA Program (comprising six core modules) | International Business Management Institute (IBMI) | June 2025
 1. Strategy and Operations.
 2. Marketing and Communications.
 3. Human Resource Management.
 4. Finance and Accounting.
 5. Essential Management Skills.
 6. Economics and International Business.

● Hard Skills:

- Strategic Planning and Analysis.
- Financial Management and Budgeting.
- Human Resource Administration.
- Marketing and Brand Management.
- Operations and Project Management.
- Data Analysis and Reporting.
- Microsoft Office Suite.

● Soft Skills:

- Problem-Solving.
- Critical Thinking.
- Effective Communication.
- Time Management.
- Collaboration and Teamwork.
- Flexibility and Adaptability.

● Languages:

- Arabic: Native.
- English: Intermediate (can write and speak professionally).
- Urdu: Basic conversation.