

RIYADH ALSHAMMARI

Riyadh

0556897503

riyadhalshammari0@gmail.com

PROFILE

Motivated Human Resources Specialist seeking to leverage strong recruitment, employee relations, and administrative skills to support organizational growth and foster a positive work environment

EMPLOYMENT HISTORY

❖ **Quality Specialist, Extensia** Mar 2024 — Dec 2024
Riyadh

1. Establish Quality Standards

Develop and update quality policies and procedures in line with local and international standards (e.g., ISO).

2. Monitor Compliance

Ensure that all departments follow agreed quality standards throughout processes and operations.

❖ **Human Resources Specialist, Ministry of Environment, Water and Agriculture** Jan 2025 — Jul 2025
Riyadh

1. Recruitment and Staffing

Participate in sourcing, screening, interviewing, and selecting qualified candidates.

2. Employee Onboarding

Organize and conduct new employee orientation to ensure smooth integration into the company.

❖ **Insurance Officer, Tawuniya** Aug 2025 — Present
Riyadh

1. Policy Management

Prepare, review, and maintain insurance policies, ensuring accuracy and compliance with regulations.

2. Claims Handling

Process insurance claims, verify required documents, and coordinate with insurance providers for settlements.

EDUCATION

❖ **University of Hafar Al-Batin** **Business Administration** Aug 2018 — Jun 2023
Bachelor's Hafar albatin

LANGUAGES

English **B1**

COURSES

❖ **PMI** Apr 2025 — May 2025
Professional Path Center