

MARYAM AL-ZURAIQ

HR COORDINATOR

Saudi Arabia | 0543360999 | Jassemmaryam12@gmail.com

PROFESSIONAL SUMMARY

Results-driven HR Coordinator with 11 years of experience in human resources support, employee administration, onboarding, personnel records management, attendance tracking, HR documentation, and administrative operations. Skilled in maintaining confidential records, supporting recruitment activities, coordinating employee services, and ensuring compliance with company policies. Strong communication, organizational, and problem-solving skills with IELTS Band 6 proficiency.

PROFESSIONAL EXPERIENCE

CBI Company | HR Coordinator | 2026 – Present

- Manage employee records, personnel files, and HR databases.
- Coordinate onboarding processes and employee documentation.
- Process attendance, leave requests, and HR transactions.
- Prepare employment letters, certificates, and HR documentation.
- Support recruitment activities and interview scheduling.
- Assist payroll preparation and workforce reporting.
- Respond to employee inquiries and provide HR support.
- Ensure compliance with company policies and procedures.

King Fahd Hospital | Administrative Supervisor | 2016 – 2025

- Coordinated employee accommodation and administrative services.
- Managed reports, records, and operational documentation.
- Coordinated maintenance requests and support services.
- Liaised with departments to ensure smooth operations.
- Supported workforce administration and employee services.

EDUCATION

Diploma in Office Management – 2024

Bachelor's Degree in Early Childhood Education – 2016

CORE SKILLS

Human Resources Coordination • Employee Relations • Personnel Administration • Recruitment Support • Onboarding • Attendance & Leave Management • HR Documentation • Payroll Support • Microsoft Office • Report Preparation • Communication • Teamwork

CERTIFICATIONS

IELTS Band Score: 6.0
Customer Service Training
Microsoft Excel Training Course
Infection Control Course

LANGUAGES

Arabic: Native
English: Very Good