

HAYA ALQANNAS

Nationality:Saudi Arabian | **Gender:** Female | **Phone number:**(+966) 558202131 (Work) | **Email address:** hayaalgannas@gmail.com | **Address:** Eastern Province, Saudi Arabia (Home)

ABOUT ME

Dynamic and results-driven professional with a Bachelor of Law & Political Science and a Diploma in Programming and Computer Science. Currently excelling as an HR Coordinator at Al-Jalhami Contracting & Trading Co., where I streamline recruitment processes and enhance employee onboarding experiences. Proven track record in developing HR policies and fostering a positive workplace environment through effective communication and conflict resolution. Experienced in legal research and document preparation from my tenure as a Trainee Lawyer, contributing to strong analytical and organizational skills. Passionate about leveraging my diverse skill set to drive operational excellence and support organizational growth. Eager to contribute to a forward-thinking organization that values innovation and collaboration.

EDUCATION AND TRAINING

2011 – 2014 Saudi Arabia
BACHELOR OF LAW & POLITICAL SCIENCE (LLB) King Saudi University

Website <https://ksu.edu.sa/>

2005 – 2007 Saudi Arabia
DIPLOMA IN PROGRAMMING AND COMPUTER SCIENCE Imam Muhammad Ibn Saud Islamic University

Website <https://imamu.edu.sa/>

WORK EXPERIENCE

2022 –2025 CURRENT Eastern Province, Saudi Arabia
HR COORDINATOR AL-JALHAMI CONTRACTING & TRADING CO. (ARAMCO ASSOCIATE CO.)

- Managed the recruitment process, including job postings, candidate screening, and conducting interviews to identify and attract top talent for various positions.
- Facilitated employee onboarding and orientation programs, ensuring a smooth transition for new hires and compliance with company policies and procedures.
- Maintained and updated employee records in the HR database, ensuring accuracy and confidentiality of sensitive information.
- Assisted in the development and implementation of HR policies and procedures, promoting best practices and adherence to labor laws and regulations.
- Coordinated employee training and development initiatives, tracking progress and evaluating effectiveness to enhance workforce skills and performance.
- Acted as a point of contact for employee inquiries regarding HR policies, benefits, and conflict resolution, fostering a positive workplace environment.

Website <https://www.jalhami.com/>

2017 – 2018 Eastern Province, Saudi Arabia
TRAINEE LAWYER ABDUL KARIM AHMED AL SHEHRI LAW FIRM

- Conducted comprehensive legal research and analysis to support case preparation, ensuring adherence to relevant laws and regulations.
- Assisted senior lawyers in drafting legal documents, including contracts, pleadings, and briefs, ensuring clarity and compliance with legal standards.
- Participated in client consultations, gathering pertinent information and providing preliminary legal advice under the supervision of experienced attorneys.
- Attended court hearings and legal proceedings, observing courtroom procedures and preparing summaries of key findings for internal review.
- Collaborated with team members on case strategy development, contributing insights from research and client interaction to inform legal arguments.
- Maintained organized case files and documentation, ensuring timely updates and compliance with firm policies and legal protocols.

DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Microsoft Outlook | Zoom | Data Management | Data Analysis | Basic Cybersecurity Awareness

ORGANISATIONAL SKILLS

Time Management

Conflict Resolution

Document Organization

Project Coordination

Compliance Tracking

CONFERENCES AND SEMINARS

Female Job Seeker Preparation Program (Human Resources Development Fund)

Office Computer Skills Conference (Center for Excellence)

Pre-Employment Certification (Oracle)

Volunteering Certificate (GLOWORK - Women's Job Fair)

Customer Service Seminar for Exhibition Organization

Labour Education According to Saudi Labour Law

Leadership Skills Program

Intorduction to Human Resources Functions Course

Cybersecurity Course

LANGUAGE SKILLS

Mother tongue(s): ARABIC

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	B2	C1	C1	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

VOLUNTEERING

Supported the Ministry of Health at the COVID-19 Center (Support Services)

Collaborated with the National Center for Performance Management as a Reviewer and Test Controller

Contributed to the Encounters Program Exhibition, Human Resources Development Fund (Ministry of Labor)

Actively participated in Projects and Events at Prince Sultan University

Community Health Volunteering Training Program