

Haneen S. Alhawar

Email: haneenhawar@gmail.com | Mobile: (+966) 565 952 204 | Dammam, Saudi Arabia

Professional Summary

Fresh graduate in Accounting with hands-on experience in HR operations, employee relations, and administrative support. Skilled in contract management, leave tracking, reporting, customer service, and daily operations. Motivated to start a full-time career in Human Resources.

WORK EXPERIENCE

Human Resource Specialist – Alkahhal Medical Complex -Dammam, Saudi Arabia

Apr 2026 - June 2026

HR Specialist with experience in recruitment, onboarding, employee relations, and HR administration.

- Managing employee contracts, personnel files, attendance, work schedules, and fingerprint records using the Jisr system.
- Conducting candidate screening and interviews, and registering new employees in social insurance systems.
- Supporting daily HR operations while ensuring accurate documentation.

Sales Associate – Hamad M. Al Rugaib& Sons Trading Co, Dammam, Saudi Arabia

Sep 2025 – March 2026

- Achieved over 500,000 SAR in sales within the first two months, exceeding monthly targets.
- Created and followed up on customer issue tickets to ensure efficient problem resolution.
- Managed customer consultations, product recommendations, and closing sales with high satisfaction levels.

Human Resources Intern– Initial Saudi Group, Khobar, Saudi Arabia

Jan 2025 – Apr 2025

- Managed employee contracts, including preparing and processing termination documents.
- Organized and maintained leave records using Excel, ensuring accurate tracking and updates.
- Prepared HR reports covering attendance, leave balances, and employee updates.
- Responded to employee inquiries and coordinated documentation requests.
- Updated employee data and HR records to ensure accuracy.
- Supported onboarding, offboarding, and daily HR operations.

Café Supervisor – Labiba Cafe, Damma, Saudi Arabia (Family business)

Jan 2020 – Jun 2024

- Supervised daily café operations and ensured smooth service flow.
- Handled customer interactions and resolved service issues.
- Managed inventory, stock counts, and purchase requests.
- Coordinated photography and content creation for social media.

EDUCATION & CERTIFICATES

Bachelor's Degree in Accounting – Saudi Electronic University (2025)

License & Certifications

- International Volunteer Work License.
- Project Management Institute Training
- Managing Customer Service in a Retail Store.
- Problem Solving Skills in Customer Service.

Languages

Arabic – Native

English – Fluent

Skills

• HR Operations • Communication • Problem Solving • Teamwork & Collaboration • Time Management • Customer Service • Microsoft Office • Fast Learning • Adaptability