

Maryam Al-Momen

Eastern Province, Saudi Arabia

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Career Objective:

HR Specialist with a strong academic background — graduated with First Class Honors and awarded a Certificate of Excellence in Human Resources Management. Possesses good experience in administration, supervision, and supporting workplace development. Skilled in data analysis, negotiation, and project coordination. Always striving for professional growth and contributing to organizational success.

Professional Experience:

Human Resources Specialist

DSV Air & Sea for Logistics Services Company | – 3 months cooperative training 2024

- Prepared and developed employment contracts and registered employees in insurance systems.
- Supervision to all administrative specialist related responsibilities.
- Conduct trainings for new hires upon onboarding within administration team on all relevant administrative related responsibilities.
- Dealing with governmental portals like GOSI, Mudad, Muqem, Qiwa
- Generate administrative reports using MS tools to provide administrative support as required.
- Dealing with HRDF (Strategic Partnership Institutes Support Program), ensuring timely and accurate submission of applications.
- Conducted initial interviews for prospective candidates and provided administrative support as required.
- Provided day-to-day guidance on HR practices, policies, and procedures.
- Developed and revised employee handbooks to communicate company policies and procedures.
- Prepared timely and accurate reports to meet departmental requirements.

Assistant Supervisor and Data Entry - Alshaya International Retail | 2018 – 2021

- Managed marketing and sales operations with precision and efficiency.
- Regularly entered data and updated operational systems.

Education:

- Diploma in Human Resources Management | Academy of Learning for Higher Training.
- Bachelor's Degree in Geographic Information Systems | Imam Abdulrahman Bin Faisal University.

Certificates and Training:

- SHRM Advanced Certificate in Human Resource Management (SHRM ACHRM) - 2025
- Modern Human Resources Management – CBP Dar Al-Rowal 2023.
- Strategic Planning – Taqat 2024.

Skills:

- Reporting skills, Administrative writing skills, Project management, time management and Communication skills.
- Computer proficiency, expert user of Microsoft Office Applications.
- Skilled in HR-related computer applications, including Oracle integration with Microsoft tools, mail merge, and data export.
- Ability to multitask and prioritize tasks effectively.
- Confident communicator with keen interpersonal abilities to effectively connect with individuals.
- Enthusiastic team player who values the input of colleagues and work well with a group to establish goals and accomplish objectives.
- Very goal oriented and possess handsome knowledge in HR processes and procedures.
- Ability to anticipate situations through understanding personality types.
- Skilled in providing general advice and guidance.
- Culturally aware and able to work effectively with diverse backgrounds.

Languages:

Arabic: Native Speaker, English: Intermediate.