

Nouf Ali Alsaleem

Eastern , Saudi Arabia

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Career Objective

Applied Economics graduate with strong analytical and organizational skills, seeking an entry-level HR Assistant role to contribute to efficient HR operations, employee support, and organizational development.

Education

King Faisal University – Applied Economics (2020–2025)

Relevant coursework: HR Management, Organizational Development, Business Analysis

Professional Experience / Training

Institutional Excellence / Quality & Development – Trainee

Eastern Province Emirate | July 2024–February 2025

- Documented and organized departmental processes to ensure efficiency.
- Supported quality improvement initiatives and process optimization.
- Participated in awareness campaigns, workshops, and development events.
- Prepared reports and analyses to support decision-making.

Focus: Enhancing organizational performance and operational efficiency.

Human Resources – HR Assistant / Trainee

Eastern Province Emirate | July 2024–February 2025

- Managed employee records, contracts, and personnel files.
- Assisted in recruitment and onboarding, including CV screening and interview scheduling.
- Supported employee administration: attendance, benefits, and training programs.
- Coordinated meetings and workshops related to staff development.

Focus: Ensuring smooth HR operations and effective employee support.

Skills

- HR Skills: Recruitment support, onboarding, employee documentation, report preparation.
- Administrative Skills: Scheduling, data entry, organizing events and meetings.
- Software & Tools: MS Excel, MS Word, Google Sheets, Outlook.
- Personal Skills: Detail-oriented, organized, strong communication, quick learner.

Languages

- Arabic: Native
- English: Intermediate