

LAMIS KALED ARAFAH

Human Resources Manager

CONTACT

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- Saudi Arabia -Riyadh

Profile Summary

Specialized in English language, Human Resources Management and Financial Management. I have the ability to design and implement integrated management strategies that enhance the efficiency of internal operations and support the achievement of the organization's goals. I am distinguished by high leadership skills and communication, which contributes to building an integrated work environment and enhances harmony between different work teams to achieve the maximum benefit from available resources.

EDUCATION

- 2015
Al-Imam Muhammed Ibn SAud Islamic University
College of Language And Translation
- Bachelor of English Literature and Translation

Work Experience

Bayt Arafah Ltd. Company

2013 - Present

Human Resources

- Managing employee records and ensuring data accuracy and confidentiality.
- Coordinating recruitment processes including job postings, interviews, and onboarding.
- Monitoring attendance, leaves, and preparing monthly payroll inputs.
- Handling employee relations, resolving workplace issues, and supporting staff welfare.
- Preparing employment contracts, letters, and HR-related documentation.
- Ensuring compliance with labor laws and internal policies.
- Assisting in performance evaluation and training coordination.
- Supporting HR initiatives and contributing to organizational development.
- Liaising with government agencies regarding employee affairs (e.g., visas, insurance, labor office).
- Managing employee exit procedures including clearance and final settlements.

skills

- Microsoft Office
- Foodice / Delivery Application
- Teamwork / Leadership
- Time Management
- Public Relation
- Effective Communication
- Critical Thinking

Nassli LED Light Factory

Apr 2018 - Jul 2020

Female Section Manager

- Establishing a female section at the Factory, Starting with:
- Having special training on assembling the LED products.
- Making Job Interviews.
- Hiring and training the new employees.
- Manage the section and give special training on how to handle fire and critical situations.

Languages

- English: Excellent
- Arabic: Fluent

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A to Z Translation Company

12-15 Apr 2017

- Interpreter, AT four days event Named: INTERNATIONAL HIGHER EDUCATION EXHIBITION.

Sanaya Dental Clinic

Jun 2014 -Nov 2014

Resiptionist

Al-Faisal International Academy

Sep 2014

Pre-Beginner Teacher

Additional courses:

1/ Introduction to Organizational Psychology

Manchester Planing & Cosultancy

5th of June 2024

On Line Course

2/ The Art of Task Management

Manchester Planing & Cosultancy

7-8 Feb 2024

On Line Course

3/ Learn How to Utilize Data to Achieve Your Professional Goals

Manchester Planing & Cosultancy

27-28 Jul 2023

On Line Course

4/ Delegation for Success: Empowering Leaders, Inspiring Excellence

Manchester Planing & Cosultancy

27-28 Jul 2023

On Line Course

5/ Human Resources and Personnel Affairs.

2019

Rudna Female Center- General Organization for ocatinal and
Technical Training

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6/ How to Be Confident	25 Oct 2016
Mutmaena Center On Line Course	
7/Training of Trainers (TOT)	
Rudna Female Center- General Organization for vocational and Technical Training	15-21 Feb 2016
8/ Children Problems	12 Jan 2016
Mutmaena Center On Line Course	
9/ Charisma	
Mutmaena Center On Line Course	
10/ My Strengths, My Way to Excellence	22 Feb 2016
Watan Institution On Line Course	
11/ Treating Children by Playing	3-4 Apr 2013
Watan Institution On Line Course	
12/ Self-Development Skills	16 Jun 2013
Watan Institution On Line Course	
13/ The 7 Habits of Highly Effective people	12-19 Mar 2012
Watan Institution On Line Course	