

DHOHA ALOMAIR

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HR OFFICER

I am an HR professional with over two years of experience in recruitment, payroll management, and employee onboarding processes. Holding a Bachelor's degree in Human Resource Management from King Faisal University, I possess strong expertise in utilizing systems such as MUDAD and Oracle ERP. I have excellent analytical and organizational skills and am committed to enhancing processes and achieving organizational goals through the implementation of best HR practices.

SKILLS

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|------------------------------|---------------------------------|-------------------------|
| • Recruitment and Selection | • Employee Relations | • Talent Management |
| • Employee Onboarding | • Conflict Resolution | • Communication Skills |
| • Payroll Management | • Compliance with Labor Laws | • Problem-Solving Skill |
| • HR Policies and Procedures | • Training and Development | • Team Collaboration |
| • Microsoft Office Suite | • HR Information Systems (HRIS) | • Time Management |

EDUCATION

King Faisal University | Bachelor's Degree | Human Resource Management | GPA: 4.13

PROFESSIONAL EXPERIENCE

SUPPLY LOGISTICS INSTITUTION | Jul2021 - Present

HR OFFICER

- **Payroll Management:** Utilize the MUDAD system to manage payroll and salary adjustments, ensuring accuracy and compliance.
- **Employee Registration:** Manage employee registration and updates in the GOSI system, maintaining accurate records.
- **Commercial Registration:** Assist in renewing commercial registration through the Saudi Business Center, ensuring all documentation is up to date.
- **Electronic Authentication:** Work on the Electronic Authentication Portal to facilitate secure transactions, enhancing operational efficiency.
- **Remote HR Partnership:** Act as an HR partner while working remotely, collaborating effectively with team members to address HR-related needs.

SAMARA COMPANY | Jan 2021-Apr2021

TRAINEE IN HUMAN RESOURCES DEPARTMENT

- **Recruitment Support:** Assisted in the recruitment process by screening resumes and coordinating interviews for various positions.
- **Onboarding:** Facilitated the onboarding process for new hires, ensuring a smooth transition and integration into the company.
- **Employee Records Management:** Maintained and updated employee records in the HR system, ensuring accuracy and compliance with company policies.
- **Training Coordination:** Supported the coordination of training sessions, helping to identify employee training needs.
- **HR Policy Implementation:** Assisted in the implementation of HR policies and procedures, promoting a positive workplace culture.
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LANGUAGES

English | Arabic

CERTIFICATION

- English Place Academy course
- HR related electronic government system training course