

DEEMA ALMOUAILI

HR Coordinator | HR Operations | Onboarding Specialist
Saudi Arabia | 0503258891 | deemabm12@gmail.com

Professional Summary

- HR Coordinator with over 3 years of experience in handling HR operations, including employee onboarding, leave management, payroll support, and internal communications. Skilled in organizing schedules, preparing reports, conducting presentations, and maintaining accurate employee records. Adept at multitasking, problem-solving, and supporting HR processes to ensure smooth organizational workflow. Employee Onboarding Employee Onboarding Microsoft Office

Qualification

- . Bachelor Degree in Strategic communication - **King Faisal University** (May 2024 -May 2029)
- . High Diploma in Accounting from **University of International Colleges of Technology** Oxford Partnership- October 2022

Experience & responsibilities

- **HR Coordinator at TMC, Saudi Aramco & Total Energies, 02/2023 - 07/2025**
 - Coordinated onboarding process for new employees, ensuring smooth documentation and orientation
 - Worked on Preparing a monthly overtime report Worked on supporting the head of the sector in business plans for HC services
 - Worked on Issuing cards for new employees - Update employee emails every month.
 - Worked on Onboarding program for new Hires
 - Worked on onboarding Presentation to employees on the new HR policy
 - Worked on Resignation process cycle + Employee Termination
 - Worked on HR representative for all operation employees in the eastern region for Aramco and contractors
 - Worked on Salary certificate requests for employees
 - Worked on HR polices manual presentation
 - Coordinating vacation plans for HR employees
 - Worked on managing employees vacation plans for eastern province

Ministry of Education (4 months)

- Worked on financial accounting department – debit division
- Worked on ministry of education employees' salaries data base and master sheet.
- Worked on the Employees classification job grades
- Support the debit division on sending the officials letters and receiving the Mandates
- Worked on employee data of Grade 5
- Worked on supporting the preparation of the schools' budgets
- Worked on the division debit and credit plans

Skills

-Team work

- Ability to handle work under pressure
- Time management-

-Microsoft office - Ability to conduct meetings with employees and development

-Organizational skills (commitment, meeting due dates, scheduling, planning, adaption to change)

Courses & Certificates

- I completed a one-and-a-half-year course in Human Resources at the Institute of Academic Learning.
- (PET _CPT – Capstone exam Cambridge, Oxford, London) –**SABIC** - Critical thinking skills- Oxford- The of Future career- - Employee motivation course.
- The cycle of creativity and thinking- Oxford - A personal planning skills course - Employee motivation course.
- Time management course -**Merit**- - **Oxford**- Training needs identification courses- **Oxford** organization courses - A course of recruitment selection an effective organization culture building course- **Oxford**- Outlook personal information management- **Oxford**

Language: Arabic: Native — English Language: advanced