

Sheikah Abdulrahman AlDossary

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Saudi

SUMMARY

Experienced HR Manager with 15 years of experience in managing human resources for various companies. Proficient in managing HR functions including recruitment, onboarding, performance management, benefits administration, and employee relations. Demonstrated expertise in developing and implementing HR policies and procedures, training and development programs, and HR technology systems. Skilled in managing and leading a team of HR professionals to deliver effective HR solutions and support to the organization.

EXPERIENCE

AFM-Consultants (October 2022 - July 2025)

Human Resources Manager

- Managing talent pools and succession plans to ensure the company can continue to operate in the future.
- Leading the recruitment process, including selection and interviewing of candidates.
- Handling employment relations issues such as grievances and employee welfare.
- Collaborating with other managers in the business, sometimes internationally, to ensure the smooth running of the company from a people perspective.
- Overseeing staff attendance and absence monitoring.
- Providing detailed HR reports to senior management teams.
- Overseeing training and development of employees.

Al-Mira Center for Trading CO. LTD.(2014 – 2022)

HR Officer

- Responsible for all payroll process in our main office and the branches (Saudis and Expat), attending and absenteeism, overtime, Loans, vacations, end of service benefits.
- Responsible for Government websites (Mowaamah, Mudad, Qiwa, Ajeer, Taqat, Balady, Ministry of Labor)
- Responsible about ticketing for all employees.
- Responsible for resignation process.
- Issuing annual appraisals.
- Assist the recruitment process.
- GOSI.

Almuasah Midical Company(2011 – 2014)

Financial Account Clerk

- Maintaining a database, ensuring that records are complete and current.
- Recording information, processing, and filing forms.
- Abiding by all company procedures and accounting principles.

Dr. fakhry and Khalid alrajhi Medical Company (2008 – 2011)

HR Secretary

- Organize and maintain personnel records.
- Update internal databases (e.g., record sick or maternity leave).
- Prepare HR documents, like employment contracts and new hire guides.

EDUCATION

- ✓ **Bachelor of Business Administration**
Imam Abdulrahman Bin Faisal University.
- ✓ **Diploma in Computer**
Higher Education Academy

COURSES

- English Course (Canadian Academy of Higher Education) 3 months
- Legal Aspects of Human Resources Course at Vocational Training Corporation - 2020

SKILLS

- Performance management
- Staff policy implementation
- Employee data
- SAP HR
- Contract management
- Induction and onboarding
- Payroll input
- Active listening and patience
- Attention to detail
- Good understanding of human resources principles
- Employee relations