

REEM AL-GHAMDI

Business Administration

CONTACT

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 Khobar , Saudi Arabia

EDUCATION

Imam Abdulrahman bin Faisal

2020

B.A. in Business Administration

COURSES

- Effective communication with clients
- Project risk management

SKILLS

- Research and analysis
- Communication skills
- Microsoft office
- Problem-solving skills
- Organization and time management skills

PROFILE

Business administration professional with HR recruitment experience. Adept at talent acquisition and enhancing employee engagement. Seeking new opportunities to leverage skills and drive organizational success.

WORK EXPERIENCE

ADMIN

ZAHID GROUP

2022 - Present

- Create customer files for tax, contract, and agreements
- Prepare customer invoices
- Follow up invoice status with marketing and finance department
- Audit customers files
- Create gate pass for companies products

HR RECRUITMENT

ALSHAYA GROUP

4/2021 - 10/2021

- Sourcing candidates through various channels
- Reviewing candidates applications
- Conducting phone and face to face interviews
- Sechduling and coordinating interviews
- Establish job contracts for new employees
- Enter new employee's data through various systems including oracle, EPAF , and page up people
- Prepare advertisement & publish it through various channels
- Editing in Payroll