

SAKHR AMER ALQHTANI

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CAREER SUMMARY:

Experienced HR Specialist with a strong track record in improving HR processes and ensuring compliance. Skilled in recruitment, efficient administration, and implementing innovative solutions. Recognized for creating a compliant and engaged workforce. Currently contributing insights for organizational success at Plex Contracting Company in HR management.

SKILLS:

- Team Collaboration
- Employee Engagement
- Decision-Making
- Innovative Solutions
- Administrative Efficiency
- Conflict Resolution
- Communication Skills
- Performance Management
- Training and Development

EXPERIENCE:

Human Resources Specialist

Plex Contracting Company | **Oct 2023 to Present**

- Proficient in handling government platforms, employee vacations, and recruitment processes.
- Expertise in final employment procedures, archiving files, and auditing payroll processes.
- Efficiently overseeing administrative operations, including meticulous file archiving and attendance management.
- Continuous adherence to government regulations and compliance standards.
- Proactively identifying and resolving challenges within HR processes.

Cooperative Training

Ministry of Education section | **Sep 2022 to Nov 2022**

- Collaborated with Ministry of Education professionals on impactful projects, directly influencing educational processes and outcomes.
- Established valuable connections within the Ministry, creating a network poised to facilitate future collaboration and opportunities in the functional field.

COURSES:

- **Legal Aspects of Human Resources**, Technical and Vocational Training Cooperation | **2023**
- **Human Resources Management**, Technical and Vocational Training Cooperation | **2023**
- **Business Administration**, Technical and Vocational Training Cooperation | **2023**
- **Executive Secretarial and Office**, Technical and Vocational Training Cooperation | **2023**
- **Administrative Assistant Skills**, Technical and Vocational Training Cooperation | **2023**
- **Personnel Management and Human Resources**, Monshat Academy | **2022**
- **Introduction to the Tasks of Human Resources**, Drop | **2022**

EDUCATION:

2022 | King Khalid University in Abha

Bachelor's degree in Business Administration specializing in Human Resources

GPA: 4.35