

Asma Awad Al-Thaqfan

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SUMMARY

Experienced in Employee Affairs Management, overseeing recruitment, benefits administration, and training to enhance organizational performance. Skilled in resolving conflicts and supporting administrative functions, including scheduling, records maintenance, and event coordination at Abha International School. Holding a Diploma in Banking and Insurance from King Abdulaziz University, complemented by a bachelor's degree in English Language from King Khalid University.

EXPERIENCE

Abha International School | Saudi Arabia

Employee Affairs Manager | 2020 - 2023.

- Managed employee recruitment and selection processes, ensuring alignment with school policies and regulatory requirements.
- Administered employee benefits programs, including health insurance and retirement plans, ensuring compliance with school policies and regulations.
- Facilitated employee training and development initiatives to enhance professional growth and performance.
- Resolved employee grievances and conflicts through effective mediation and disciplinary actions when necessary.

Administrative Assistant | 2018 - 2020.

- Organized schedules, meetings, and appointments for school administrators.
- Maintained and updated student records and administrative files.
- Assisted in preparing reports, presentations, and school documentation.
- Coordinated logistics for school events and special programs.
- Managed office supplies inventory and procurement.

EDUCATION

King Abdulaziz University | Saudi Arabia

Diploma of Banking and Insurance.

- Gain practical knowledge of banking operations.
- Understand principles of insurance and risk management.
- Develop skills in financial analysis and investment.
- Prepare for roles in financial institutions or insurance companies.

King Khalid University | Saudi Arabia

Bachelor's degree in English Language | 2016 – 2019.

- Improve language proficiency in English through rigorous study and practice.
- Develop critical thinking and analytical skills through the analysis of literature and language structures.
- Acquire effective communication skills, both written and verbal, in English.
- Explore and understand the cultural and historical contexts of English-speaking countries through literature and language studies.

OTHER

● Courses and Certificates:

- Introduction to Human Resources Tasks | Doroob | May 2020.
- E-marketing and the secrets of success | Technical and Vocational Training Corporation | Jul 2024.

● Volunteering:

- Ambassador of Abaa Association for Orphans Care in Asir Region.

● Technical Skills:

- Data management proficiency.
- Employee relations expertise.
- Recruitment process coordination.
- Policy development skills.
- Conflict resolution strategies.
- Performance appraisal methods.
- Legal compliance understanding.
- Compliance monitoring abilities.
- Benefits administration knowledge.
- Organizational efficiency enhancement.
- Customer Relationship Management (CRM).
- Branding and Online Presence Management.
- Content Creation and Marketing.

● Soft Skills:

- Leadership Skills
- Communication Skills.
- Attention to Detail.
- Team Collaboration.
- Negotiation Skills.
- Analytical Skills.
- Problem-Solving Abilities.
- Time Management Skills.

● Languages: Arabic, English.