# Tahani Abdulhadi

#### Human resources

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### **Work Experience**

#### Human Resources and Admin Officer

2018 - 2018

#### NHHCF - The National Home Health Care Foundation

- -Reception of new employees, termination of procedures and referral to departments.
- -Handle all HR function activities including , Compensation & Benefits,, Employee Relations, GOSI. Medical insurance .
- -Entering employee data and updating employee requests and vacations in the electronic system used.
- -The announcement of vacancies, and the preparation of interview schedules and management recommendations on staff appointments.
- -Coordination and follow-up of the induction program for new staff.
- -Coordinate the development and scheduling of training and staff courses.
- -Periodic monthly reports of the direct president.
- -Coordination and follow-up of administrative matters (office and procurement services, communications and transport, utilities).
- -Coordinate with the HR Officer to work on the design of admin policies, rules and regulations.
- -Develop the personnel affairs system of the institution, review the work contracts and the internal regulations and follow up their development.
- -Follow up attendance and departure reports and submit them to the payroll department.

Recruitment Officer 2013 - 2016

# Landmark Group.

- Partnering with hiring managers to determine staffing needs.

- Performing in-person and phone interviews with candidates.
- Making recommendations to company hiring managers.
- Coordinating interviews with the hiring managers.
- Following up on the interview process status.
- Serving as a liaison with area employment agencies, colleges, and Universities.
- Completing timely reports on employment activity.
- Participate in setting the department objectives.
- Participate in planning and conducting local and overseas recruitment campaigns and Participate developing the recruitment process.

Customer Relationship

2012 - 2012

#### Zain Group

- Communicate with customers.
- Evaluation of the service to customers.
- Offer contact packages for companies.
- Solving client problems.

Human Resources Assistant

2012 - 2012

#### **HRDF**

- Helping job seekers
- Training job seekers with business tasks
- Communicate with the beneficiary of the program hafiz
- Find jobs for applicants and contact with customers
- Supervising the employment fairs and Communicate with the requests of companies

#### E-COMMERCE PROFESSIONAL

2008 - 2013

#### free work

Website Maintenance, Content Development, Customer Service, Social Media Management, Logistics, Photography & Videography, Market Research, Media Outreach

## **Education**

# Skills

MS Office

communication skills

• Good communication with the public.

E-Commerce

Social Media

Recruitment & Retention

Employee Relations

Employment Law

Business Development

**CORE COMPETENCIES** 

Marketing, Sales, Customer Service, Accounting, Adaptability, Time Management, Determination, Resourcefulness, Creativity, Strategy

#### Languages

- Arabic: Excellent.
- English: Good.

#### Courses

- 2017: Human Resource Management
- 2017: English Language Advanced Levels
- 2017 : E-Commerce
- 2017: Small Project Management
- 2017: Qualifying Program for Islamic Financial and Banking Work
- 2013: Course in the Excel program at King Abdul-Aziz University
- 2013: Excellence in the course of labor relations.