

# Mashael Almasad

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## Education:

### CIPD

Foundation Diploma | 2020 Apr - Present

### Bachelor's Degree of Human Resources

Imam Mohammed Bin Saud Islamic | 2016

## Experience:

### Human Resources Coordinator

#### **Human Resources | Hospitality Board Holding Co**

From 11 Nov To Present

- Assist with day to day operations of the HR functions and duties.
- Managing employees in GOSI website (adding new joiners and deleting leavers).
- Managing expat employees through Muqem website.
- Coordinate communication with candidates and schedule interviews.
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.

### Human Resources Specialist (Tamheer Program)

#### **Learning & Development | Mobily**

From 05 May To 18 Nov 2018

- Handling the assessment project for all applicants need to assess by hogan assessment.
- Collaborate and communicate with the vendors to assess employees and for Elearning training based on their competency.
- Review all invoices for appropriate documentation and approval prior to payment.
- Responsible for payment of invoices related to leadership development, assessments and E-learning with Manager for budget tracking and expense management.
- Maintain records, Reports and correspondence, as required.
- Other projects and duties as assigned.

## Collaborative Training:

### Talent Acquisition | Saudi Investment Bank

From 23 May To 04 Aug 2016

- Sort Cvs
- Coordination interview dates
- Interviewing job applicants
- Follow up recruitment procedures
- Respond to emails
- Search applicants on the site

## Courses :

### Human Resources Qualification Program

Riyadh Chamber of Commerce and Industry | 2019

### Human Resources Management Program

CWIT | 2017

### Introduction To Data Analysis Using Excel

Rowaq (Online Course) | 2018

## Skills:

I Talent Acquisition | Assessments | Recruitment & Retention | Succession Planning |  
I Excel | Menaitech | Onboarding | Communication Skill | Work Under Pressure |  
I ORACLE (ERP) | Learning & Development | Self-motivation | Teamwork | Self-Learning |