

MADA ABDULRAHMAN ALOTAIBI

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CAREER OBJECTIVE

An Human Resource Management graduated, ambitious, motivated, and flexible.

Aiming to achieve the company's goals with maintaining its development and success.

EDUCATION

Bachelor Degree of Human Resources Management , graduated with first Honors (GPA 3.88/4) Alasala University , June-25-2023.

INTERNSHIP EXPERIENCE

COOP with Staffing Services Department – Expatriate Employment Division, scheduling . Saudi Aramco , December- March 2023.

I have made significant contributions towards Saudi Aramco HR, Staffing Services Department achievement (Expatriate unit) of its strategic goals and objectives during the 3 months COOP training program: such as Success Factor System, HireVue System, Ubidy system, scheduling , Recruitments.

Key accomplishment :

- Success Factor System : downloading the report exports all recruitment requests in which I filter the report based on the divisions I am handling which are both downstream and corporate development to schedule the interviews depending on candidate flag and update the system once the invitation sent .
- HireVue System: send virtual or pre-recorded interview invitation to Local / agencies candidates.
- Ubidy system: add the agencies candidates to Success Factor System.
- Scheduling : contact downstream/corporate development proponents and filter the recruitment requests based on the agency or office to send the requests to the concerned office or agency.

CORE COMPETENCIES

- Willingness to learn
- Flexible and Adaptable to any situation,
- Team work
- Attention to details
- Computer skills / Microsoft Word, Excel, PowerPoint
- Hard worker

TRAINING & CERTIFICATION

E-learning courses:

- | | |
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| <input type="checkbox"/> Basic of the English language King Khalid university | <input type="checkbox"/> Performance Measurement – Harvard MangeMentor , Saudi Aramco |
| <input type="checkbox"/> Leadership -National eLearning center | <input type="checkbox"/> Ethics at Work– Harvard MangeMentor , Saudi Aramco |
| <input type="checkbox"/> Customer services and develop it – new Zealand education foundation | <input type="checkbox"/> Hiring– Harvard MangeMentor , Saudi Aramco |

PERSONAL INFORMATION

- Languages: Fluent in Arabic/ moderate in English
- Date of Birth: 10 – Jan- 2001