AMAL AL-BAQAMI

OBJECTIVE

Joining a professional work environment to prove myself worthy of the tasks and responsibilities assigned to me and enabling me to develop my skills to contribute to the development of my employer in order to achieve the shared goals of a promising and better future.

PERSONAL INFO

📞 +966 561606430

✉️ amalalbogami170@gmail.com

📍 Khobar

LANGUAGES

Arabic

English

PERSONAL SKILLS

- Computer proficiency & MS office
- Fluent in written and spoken in English language
- Ability to work effectively with all levels of personnel of different disciplines
- An effective communicator with good interpersonal relation/skills
- Sense Of Responsibility And accuracy Of Commitment
- Knowledge and ability to apply standards laid down by the approved accreditation standards
- Research, analysis & attention to detail and accuracy in performing tasks

EDUCATION

2020 ● **Bachelor of Business Administration**
Imam Abdulrahman Bin Faisal University

2017 ● **English Diploma**
2019 Cambridge University - Canadian Language Center

EXPERIENCE

Al Ghurairi Trading and Contracting Co   **2022 - Present**

● Human Resources Operation specialist

- Working on GOSI, HRDF - and qiwa, and dealing with government relation
- Handle employee queries regarding HR procedure and policy
- Prepares monthly management reports
- Help with New Hire Orientation
- Provide advanced problem solving

Saudi German Hospital   **Jan 2021 - Apr 2021**

● HR Specialist - Performance Evaluation Department

- Monitoring working hours and vacations for branch employees,
- Implementation of annual, sick and emergency leave policies and procedures, application of promotion procedures, and termination of service.

Children's Education Center

● English Teacher - 4 months

COURSES

- Principles of Human Resource Management
- Skills of delegation, guidance and administrative directions
- Introduction to Human Resources tasks
- Financial performance management and Financial culture
- Financial planning and budgeting (Social Development Bank)
- Basics of retail banking 1 and 2
- Establishment and management of technical projects
- TOEFL Preparatory Courses
- Procurement management and project stakeholders
- Financial fraud and technology exploitation