

**Amal Abdullallah Al Hersh**  
**Human Resources Management**

**Email: amalalhersh@outlook.com Phone: 0549444675 Address: Dammam**

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I have the ambition to achieve my goals, I Graduated from business college, in a HR Management Department.

➤ **Education:**

➤ **The National Career Development Association (NCDA) (2024 – 2025 )** Facilitating Career Development Training and Certification Program ( FCD )

➤ **Alasala University (2017 – 2021)** Bachelor of Human Resources Management

➤ **Courses:**

- KFUPM University: Advanced Human Resources Management
- Training of Trainer (TOT)

➤ **Work Experience:**

● **Full-Time Job**

● **HR Specialist Assistant (AJ Corporation 08/05/2023 – 10/05/2024)**

- Manage & organize employee vacation files, ensuring accurate records.
- Maintain & archive employee contracts and related data.
- Oversee the renewal of Iqama documents within employee records.
- Process vacation requests & ensure timely updates in the location files.
- Draft and issue official management letters as required.
- Identify & create training opportunities for employee development.
- Compile & manage a list of employees eligible for training programs.
- Assist in the creation and advertisement of internal job opportunities.
- Serve as the secretary for the HR Department, supporting daily operations.
- Monitor and track employee attendance, ensuring compliance with company policies.

● **HR Assistant (The Cool Places 21/ 4 / 2022 – 15/03/2023)**

- Manage the renewal and follow-up of employee residency permits (Iqama).
- Draft & issue employment contracts & administrative correspondence.
- Facilitate company registration in government programs & ensure compliance with relevant regulations.
- Organize & maintain employee records & departmental files.
- Prepare onboarding materials, including the Employee Onboarding Booklet.
- Post job advertisements on career platforms & process submitted resumes.
- Register trademarks with the Saudi Authority for Intellectual Property (SAIP).

- Assist in preparing annual performance appraisal forms for employee evaluations.

#### ❖ **Internship (COOP), (GTP), (OJT),**

- **HR Coordinator** (Ram clinics Group 20/03/2023 – 02/04/2023)

- Update and maintain employee records within the Oracle system.
- Input employment contracts and ensure accurate documentation in Oracle.
- Manage residency (Iqama) renewals and update the Oracle system accordingly.
- Draft administrative letters related to Oracle applications and processes.

- **HR Specialist** (Al Rashed Tires Company 28 / 12 / 2021 – 21 / 2 / 2022)

- Implement time-tracking procedures, systems, and forms to monitor employee attendance.
- Oversee and support the execution of policies for sick leave and emergency leave requests.
- Update and maintain accurate employee records and information.
- Prepare, organize, and manage documentation related to human resources operations and activities.

- **HR Coordinator** (Movenpick Hotel Al Khobar 1/9/2020 - 27/12/2020)

- Calculate staff turnover rates to track employee retention.
- Determine employee leave balances in compliance with the Saudi labor system.
- Compute End of Service Benefits (EOS) for leaving employees
- Calculate social insurance contributions for both employees and the company.
- Organize employee files based on the company's approved filing structure.
- Coordinate employment contracts in files, sorted by each employee's job number.
- Design and implement an end-of-probation evaluation form.
- Issue employee service certificates upon request.
- Draft employment contracts per company guidelines.

#### ❖ **Part Time Freelance**

- **Talent Acquisition Specialist** (Blue Moon Professional Services 9 / 6 / 2022 – Present)

- Source, screen, and organize resumes to find potential candidates.
- Conduct one-on-one interviews to assess candidate qualifications and fit.

- **Talent Acquisition Project Founder** (AH Recruitment Office 27/12/2022 – Present)

- Provide personalized career coaching to guide candidates in their professional development.
- Develop strategies to attract and recruit top talent for various positions.

#### ❖ **Volunteer Experience**

- **Human Resources Expert** (Dawah Charitable Society 30/08/2022- 22/09/2022)

- **Human Resources Expert** ( Ghaith Charitable Society 29/03/2022- 24/08/2022 )

- **Talent Acquisition Consultant** (Dulani Business Centre 22/08/2024 - Present)

## ❖ Professional Skills

- Leadership
- Contract coordination
- Organizational skill
- Emotional Intelligence
- Oracle OCI
- Communication
- Negotiation
- Teamwork
- Team Leadership
- Microsoft Office
- Writing Skill
- Problem Solving
- Management
- Employment Law
- Government Relations

## ❖ Licenses:

- **Talent Acquisition licenses** (Ministry of Human Resources and Social Development)
- **Volunteering Coach** (Volunteering Coach Program)
- **Global Career Development Facilitator (GCDF )** (Center For Credentialing & Education)
- **Certified Career Services Provider (CCSP)**

## ❖ Projects:

- **Freelance Project Founder** (Daeem Platform 27/12/2022 - Present)

## ❖ Membership:

- Volunteer Guidance: Volunteer Guidance Specialist Program
- Training Supervisor Member: Ataa Alsharqiya Society

## ❖ Achievements & Rewards:

- Participate in Tamkeenthon (APD 20/12/203 - 09/01/2024)
- Participate in Alsharqiya Innovates (17/11/2024)

## ❖ Languages

- Arabic: Native
- English: Flaunt