

# Ohoud Alharthi

📍 Makkah-Taif

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## SUMMARY:

Seeking a challenging role in HR Development where I can utilize my experience in implementing HR strategies, overseeing recruitment and selection processes, providing employee relations support, and designing training and development programs to drive the success of the organization.

## EDUCATION:

Diploma in Human Resources Dec 2023

*Alsmow Specialized Institute*

Bachelor's Degree in Biology Jan 2014

*Taif University*

## PROFESSIONAL CERTIFICATES:

SHRM-Advanced Certification in Human Resources

Jan 2023

## EXPERIENCE:

- Human Resource Specialist Oct 2021-Present  
*Water Plant (MOYATI)* Taif, Saudi Arabia

Developing and implementing HR strategies to support the company's business objectives.

Overseeing recruitment and selection processes for new hires.

Recruit and perform Talent Acquisition activities such as sourcing potential candidates, evaluating applications, screening candidates, and assisting in interview process.

Providing guidance and support to managers on employee relations and performance management issues.

Designing and delivering employee training and development programs.

Proficiency in dealing with all government relations sites.

- Education of Adult Schools Aug 2019-Mar 2020  
*Ministry of Education* Taif, Saudi Arabia

Developed and implemented policies and procedures for adult education program.

Advised teachers on best practices for adult education and provided training opportunities.

- Kindergarten Secretary Oct 2015-Oct 2016  
*Baheyah Almazineyah Kindergarten* Taif, Saudi Arabia

Answered and directed phone calls to appropriate staff members.

Scheduled appointments and meetings with parents and other school stakeholders.

## KEY SKILLS:

Microsoft Office Proficiency. Teacher training. HR strategy development. Recruitment. Employee relations.

Performance management. Training and development. Communication and teamwork. Organizational skills. Time

management skills.

## CERTIFICATE:

Human Resources Management.

Secretariat and Office Management.

Occupational safety and health in the working environment.

Legal aspects of human resources management.

Strategic Plan.

Comprehensive Human Resources Management.

TOT Trainer Training.

## LANGUAGES:

Arabic, English