

Personal Details:

Nationality	Saudi
Telephone	+966550033096
Email	masharialmutlaq@gmail.com

Language:

Arabic
English

Personal statement:

Currently looking for a new challenge, I have the ability for quick learning and adapt to work requirements. My career goal is to join a prestigious company actively contributing to its development, continue developing my skills and work experience.

Education:

Bachelor of Business Management | 2025 | IMSIU
College for Economics and administrative sciences

Experience:

HR Specialist at RAZ MEDICAL in Riyadh KSA (May 2021 up to May 2024)

- Communicate with organization leaders to determine business needs
- Assist in developing policies and procedures
- Maintain employment records and process legal paperwork
- Resolving conflicts in the workplace
- Responsible for (staff management, professional training and development of employees, employee evaluation and job satisfaction measurement, working on government platforms, working in government support programs, tracking attendance and departure, vacations, processing salaries)

Administrative assistant at Dar Almas in Riyadh KSA (Sept 2018 up to Feb 2021)

- Responsible for (staff management, employee evaluation and job satisfaction measurement, tracking attendance and departure, vacations)

Training:

- Awareness of ISO 9001:2015 & ISO 13485:2016 Standard | certified by Talent Dimensions Consulting
- ISO 9001 & ISO 13485 Internal Audit | certified by Talent Dimensions Consulting
- HR management course | certified by TVTC
- The use of artificial intelligence in HR management | certified by HRDF
- The foundations of HR management | certified by HRDF
- Modern practices in HR management | certified by HRDF
- Introduction to Strategic Planning for HR | certified by HRDF

Skills & Abilities:

- oral and written communication skills
- Ability to effectively prioritize and coordinate between concurrent projects
- analytical skills
- Ability for fast learning
- Excellent in Microsoft Office
- Ability to use computers and HR management programs