

ZAINAB ALBUNASSER

HR ASSISTANT

EXPERIENCE

HR ASSISTANT

Al-Othman Architectural Engineering Consultants

2021 - Present

- SCECO Account Manager (preparing all related permits & documents as per the requirements).
- Ensure effective internal communication between the clients & the Company.
- Handling Mudad system for 10 companies of Al-Othman's group.
- Employees letters preparation.
- Medical Insurance Management.
- Involving in developing manpower requirement plan with a proactive focus on clients' requirement.
- All recruitment process (sourcing, short-listing, selection, conducting job interview)
- New Hire Orientation Program.

HR ASSISTANT

MT Enterprise

2020 - 2021

- In charge for 4 branches (Bahrain, Dammam, Riyadh & Yanbu)
- Government Systems (Muqem, GOSI, MOL, Tamm etc..).
- Attendance Management (Fingerprint system).
- Timesheet Management.
- Vacation & Tickets Coordination.
- Reports Preparation.
- Document Controlling.
- Meeting Coordination.
- Onboarding / Offboarding process.
- Recruitment process.
- Medical Insurance management.

CONTACT



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Saudi Arabia

SUMMARY

Capable and knowledgeable Human Resources Assistant with more than 11 years of extensive experience working in fields of Office Management, Human Resources, Database Management and Governmental Relations.

EXPERTISE SKILLS

- Workforce Planning.
- Recruitment.
- Saudization.
- HR Management.
- HR Development.
- HR Systems.
- Performance management.
- KPIs.
- Clients' Satisfaction.
- Reports Writing.
- Saudi Labor Law.

ZAINAB ALBUNASSER

HR ASSISTANT

CREDIT CONTROLLER ASSISTANT

Al Kafaa Company

2018 - 2020

- Handling Saudi Aramco accounts Account Receivable.
- Invoice Creation.
- Sales Invoices preparation and sorting.
- Creating reports.
- Invoice translation.
- Proper document controlling.
- Following up the bad debts cases with MOJ & our company representatives.
- Communicating with Clients.
- Solving Clients Issues.

OPERATION AASSISTANT

Dar AL-Etiman Al-Saudi

2013 - 2018

- Preparing daily / Monthly reports
- Database Management.
- Handling Clients' Credit accounts.
- Travel Management (Tamm System).
- Clients' Document preparation and coordination.
- Following up the late payment and bad debts cases.
- Contract Management.

EDUCATION

2009 - 2013 | UNIVERSITY OF DAMMAM

Bachelor's degree in management information system (MIS)

2006 | NEW WORLD COMPUTER TRAINING CENTER

Diploma in Office Automation

PERSONAL SKILLS

- Problem Solving.
- Time Management
- Communication Skills.
- Presentation Skills.
- Ability to multitask.
- Working Under Pressure.
- Teamwork.
- Negotiation Skills.
- Accepting Responsibility.
- Volunteer.
- Innovative.

LANGUAGES

- Arabic
- English