

# 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 (Muqeem, 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.

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## HR ASSISTANT

### CREDIT CONTROLLER ASSISTANT

AI 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 ASSISTANT

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