

Mashaal Mashaan Al-Harbi

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Mashaal-AlHarbi

Saudi Arabia

SUMMARY

I am a highly motivated HR professional with extensive expertise in HR operations, recruitment, and labor law compliance. My strong communication and organizational skills enhance team collaboration and strategic planning. I hold certifications in HR systems and labor law, which complement my academic background in English and HR. My goal is to contribute to organizational growth by implementing effective and compliant HR practices.

EXPERIENCE

Despite my limited prior experience, I possess a strong desire to contribute positively to the workplace, leaving a meaningful impact and attaining notable achievements. I am adept at swiftly adapting to diverse work environments and accomplishing new goals.

EDUCATION

Majmaah University | Saudi Arabia

Higher Diploma in Human Resources Management | 2023.

- Gained a solid foundation in human resources management practices.
- Developed expertise in HR operations, including recruitment and employee relations.
- Mastered Saudi labor laws and compliance regulations in HR processes.
- Strengthened leadership skills for effective team and organizational management.
- Applied critical thinking to solve real-world HR challenges.

Bachelor's Degree in English Language | 2019.

- Built proficiency in linguistics, literature, and advanced writing skills.
- Enhanced communication abilities in both oral and written forms.
- Improved cultural awareness and cross-cultural communication.
- Strengthened academic writing and critical thinking capabilities.

OTHER

● Courses and Certifications:

- Smart Electronic Government Transactions in Human Resources | Technical and Vocational Training Corporation | December 2024.
- Smart Electronic Government Transactions in Human Resources Course | Right Track | December 2024.
- Saudi Labor Law System Course | Right Track | December 2024.
- English Language Certificate | Alfaisal International Academy | One Month.
- Computer Skills in Office Works Certificate | Hadaf | 21 Hours.
- Training of The Trainers TOT Certificate | 30 Hours.

● Hard Skills:

- Human Resources Coordination.
- Employee Recruitment.
- Labor Law Compliance.
- Employee Relations.
- Training and Development.
- Compensation and Benefits.
- HR Strategy.
- Organizational Development.
- Microsoft Office Skills.

● Soft Skills:

- Communication Skills.
- Creative Problem-Solving.
- Adaptability and Flexibility.
- Teamwork.
- Creativity and Innovation.
- Time Management.
- Attention to Detail.
- Strategic Planning.

● Languages: Arabic, English.