

Meznah AlTayar

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Objective:

Seeking a challenging position in the field of Human Resources management where I can utilize my experience, skills and knowledge.

Education:

- High Diploma in Human Resources Management. 2016
- Diploma of **English Language** 2015
Faisal International Academy, Riyadh, Saudi Arabia.
- Bachelor of **Religion Fundamentals** 2013
Imam Muhammad bin Saud Islamic University, Riyadh, Saudi Arabia.
GPA: 3.31/5

Experiences:

- **HR Supervisor**, "HR department, Masdar Al-Hayat Co., Tamimi Group", Riyadh. Aug 2014-Present
 - 1-Preparation of Payroll.
 - 2-Salary issues , increment issues under her supervision.
 - 3-Preparing Final Settlement for company employees .
 - 4-Supervise all personnel department .
 - 5- Preparation Job Description .

Achievements:

- Provide training about compliance and values to all the employees of Tamimi Group. 2015
- Participated in the International Exhibition of Higher Education. 2014

Courses:

- Certified Trainer,*GATD*."
- Training of Trainers,*Kingston Business Academy of Higher Education*."
- Multiple Intelligences skills,*American Institute for learning and human development*."
- Training of Trainers,*Backing Thinking Training center*."
- Training of Trainers,*ATS Academy*."
- Strategic planning, KPI, "*RCCT*".
- Project Management using Ms Project, "*RCCT*".
- Excellence and QM for HR and employees affairs and management development, "*RCCT*".
- Cambridge IT
- Secretarial course.
- Entrepreneurship.

Skills:

- Intermediate level in English (speaking and writing).
- Software packages: MS Office.
- Training and presentation skills.
- Experienced in team work and leadership.
- Excellent communication skills.