Amal Abdullah AlQahtani.

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Professional Summary

HR Coordinator and Law Graduate with solid experience supporting HR operations within project based environments. Experienced in employee administration, onboarding, and ensuring full compliance with Saudi Labor Law and internal policies. Skilled in managing personnel records, assisting in recruitment processes, and handling legal documentation with high accuracy and confidentiality. Detail oriented and proactive professional dedicated to enhancing HR efficiency and maintaining organized, compliant workplace practices.

Professional Experience

HR Coordinator – AYC (Aramco Project Contractor). 2024/07 – present | Dhahran

- Manage employee attendance, timesheets, leave records, and workforce schedules.
- Coordinate recruitment and onboarding processes, including interview scheduling and documentation.
- Maintain and update confidential personnel files in full compliance with Saudi Labor Law and company policies.
- Monitor vacation balances and ensure accurate leave tracking.
- Support daily HR operations and employee relations matters.
- Prepare manpower reports and assist management with workforce planning.
- Enhance HR documentation processes to improve operational efficiency.

Legal Intern (Co-op Training) – Abdullah Alainzi Law Firm. 2022/12 – 2023/03 | Dammam

- Draft legal documents, statements of claim, and client consultations.
- Conduct legal research on Saudi regulations and executive bylaws.
- Utilize the Najiz government platform for legal filings and agency management.
- Assist in issuing and dissolving legal powers of attorney.
- Organize case files and support attorneys in litigation preparation.

Education

Higher Diploma in Legal Practice – February 2026.

Bachelor of Laws (LL.B.), Alasala University, Dammam – March 2023.

Skills

- HR & Administration:
HR Coordination, Employee Onboarding, Records Management, Recruitment Support, Employee Relations.

- Legal & Compliance:
Saudi Labor Law Compliance, Legal Research & Drafting, Documentation Management, Confidential Data Handling, Government Platforms (Najiz).

- Professional Skills:
Time Management, Leadership, Conflict Resolution, Teamwork, Microsoft Office.

Courses

- Saudi Labor Law & Employment Regulations.
- Legal Drafting & Documentation.
- Court Procedures & Litigation Skills.
- Cybercrime & Information Crimes Law.
- Criminal & Disciplinary Liability of Lawyers.
- Rights & Duties of the Trainee Lawyer.
- Legal Regulations & Executive Bylaws.
- Time Management.

Languages

- English.