AREEJ ALHARBI

Human Resources Specialist

Riyadh, Saudi Arabia | 0546360839 | aryj0665@gmail.com

EXECUTIVE PROFILE

Dedicated Human Resources professional with experience in recruitment, onboarding, employee relations, HR administration, training, payroll coordination, and personnel documentation. Demonstrated ability to support business objectives through efficient HR operations, compliance management, and employee engagement initiatives. Strong understanding of Saudi workforce requirements and HR best practices. Committed to delivering exceptional employee experiences while supporting organizational growth and operational excellence.

KEY STRENGTHS

• Talent Acquisition & Recruitment
• Employee Onboarding & Orientation
• Employee Relations & Engagement
• HR Operations & Administration
• Personnel Files & Documentation
• Payroll Coordination & Settlements
• Training & Development
• Performance Management Support
• Saudization Awareness
• Compliance & Policy Administration
• Workforce Planning Support
• HR Reporting & Analytics

PROFESSIONAL EXPERIENCE

Al Banyan Company | HR & Administrative Specialist | Oct 2023 – Aug 2025

Achievements & Responsibilities:
• Managed full-cycle recruitment activities including sourcing, screening, and interview coordination.
• Collaborated with department managers to identify staffing requirements and hiring priorities.
• Coordinated onboarding processes ensuring smooth integration of new employees.
• Maintained accurate personnel records and confidential HR documentation.
• Supported HR operational processes and administrative functions.
• Organized executive meetings and prepared administrative documentation for leadership.
• Strengthened communication between management and employees, supporting efficient operations.

Three Camels Co | HR & Administrative Specialist | Jan 2022 – Aug 2023

Achievements & Responsibilities:
• Managed employee records and HR documentation processes.
• Supported payroll administration and employee settlements.
• Assisted in maintaining compliance with organizational policies and procedures.
• Supported daily HR and administrative operations to ensure business continuity.
• Contributed to process accuracy and employee data management.

Elite Hotel | Trainer & Performance Evaluator | Jul 2021 – Jan 2022

Achievements & Responsibilities:
• Delivered onboarding and training programs for newly hired employees.
• Monitored and evaluated employee performance indicators.
• Provided coaching and development support to improve performance outcomes.
• Contributed to employee engagement and workplace productivity initiatives.

EDUCATION

King Abdulaziz University
Bachelor's Degree in Human Resources | 2019

PROFESSIONAL CERTIFICATIONS

• HR Specialist Training Certificate – Saudi Airlines (2019)
• Human Resources Basics Program – Hadaf (2020)
• Professional Basics Program – Hadaf (2020)
• English Language Certificate – Highway Institute, USA (2021)

TECHNICAL HR COMPETENCIES

Recruitment & Selection | HR Documentation | Employee Records Management | Interview Coordination | HR Reporting | Process Improvement | Data Analysis | Microsoft Office Suite | Presentation Development | Administrative Coordination

SAUDI HR MARKET KEYWORDS

Recruitment • Talent Acquisition • Employee Relations • Onboarding • HR Operations • Personnel Administration • Workforce Planning • Saudization Support • Compliance • Employee Development • Performance Management • Payroll Coordination • HR Policies • Organizational Development

LANGUAGES

Arabic – Native
English – Professional Working Proficiency