Ghaida Abdullah Aseeri

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SUMMARY

As a graduate with a bachelor's degree in Law, I am keenly interested in pursuing a career in governance and rick management, particularly in areas such as corporate auditing and legal compliance. With a specialization in legal consulting, I aim to provide comprehensive advice to companies and individuals on a variety of legal issues. Moreover, I am passionate about contributing to the control of unethical behavior, particularly in fields like anti-corruption and law enforcement. Additionally, I am committed to preserving social values by advocating for human rights and social justice.

EXPERIENCE

Al Quraishi Marketing Company in Jeddah| Saudi Arabia

Human Resources Operations Specialist (Tamheer) November 2023 – May 2024.

- Implementing procedures, systems, and forms for monitoring the attendance and leave of branch employees of all kinds, amending forms when needed, in addition to applying the attendance control system and ensuring their commitment to official working hours.
- Applying the policies and procedures of annual, sick, emergency, and other leaves specified in the approved holidays and leave policy, applying the procedures for promotions, secondment, and end of service, and recording all employee events per the approved systems and procedures.
- Dealing with employees' complaints, observations, requests, and inquiries in a professional manner and raising problems if they exist for the director of the department effectively.
- Updating information related to employees and recording and documenting all information related to the entity's employees such as promotions, training courses, and matters related to salaries and privileges.

Administrative Court| Saudi Arabia

Law Student June 2021 – July 2021

- Expounded the administrative law and the system of the Board of Grievances in detail and how to plead before them.
- Attending court, sentencing hearings and learning about the procedures related to them.

EDUCATION

King Abdulaziz University| Saudi Arabia

Bachelor’s Degree in Law with GPA 4.9 out of 5 First Class Honors| July 2021

- Acquire foundational legal knowledge encompassing diverse areas of law practice.
- Develop critical thinking and analytical skills for effective legal reasoning.
- Refine oral and written communication abilities essential for legal advocacy.

OTHER

- **Certifications & Courses:**
  - Corporate Governance| Alison's Academy|2024
  - Rick Management| Doroob|2024
  - Methods for Detecting Forgery and Counterfeiting| Doroob|2024
  - Fighting Money Laundering| Doroob|2023
  - Creative Thinking and Problem Solving| Doroob|2023
  - Legal Motion Drafting Skills| Alyamamah University|2022
- **Technical Skills:**
  - Computer Proficiency.
  - Documentation Management.
  - Governance Knowledge.
  - Microsoft Office.
  - Strong Typing Skills.
- **Soft Skills:**
  - Communication.
  - Critical Thinking.
  - Problem-Solving.
  - Attention to Details.
  - Flexibility and Adaptability.

- **Languages:** Arabic, English.