HALA A. ALMADANI

+966 567 499 994 | hala.aalmadanii@gmail.com | Eastern Province, Saudi Arabia

CAREER OBJECTIVE

Human Resources Management graduate with cooperative training experience in recruitment coordination and HR operations, seeking to support talent acquisition, onboarding, and employee records management within structured HR environments aligned with Saudi Vision 2030.

EDUCATION

Bachelor's Degree in Human Resources Management

Prince Mohammad bin Fahd University – Saudi Arabia

GPA: 3.44 out of 4 | Graduation Year: 2025

EXPERIENCE

Cooperative Training – Halliburton

June 2025 – October 2025 | Saudi Arabia

Internship Responsibilities:

- Supported end-to-end recruitment processes including screening, scheduling, and onboarding coordination activities.
- Coordinated candidate communications, interview logistics, and follow-ups to ensure timely hiring workflows.
- Managed candidate documentation, access requirements, and compliance records in accordance with policies.
- Conducted preliminary candidate screening and evaluation to support effective shortlisting decisions.
- Assisted hiring managers with recruitment coordination and structured decision-support activities.
- Maintained accurate recruitment data and HR records within internal tracking systems.
- Participated in KFUPM and Wadaef career fairs to support employer branding initiatives.

COURSES AND CERTIFICATIONS

- Corporate Strategy | 2025
- Effective Employee Incentives Strategies | 2024
- ISO 9001:2015 Quality Management System | 2024
- SWOT Analysis: Strategic Planning for Organizations | 2024
- Fundamentals of Health and Safety in the Workplace | 2024
- Understanding 360 Degree Feedback | 2024

PROJECTS & RESEARCH

❖ **Cloud Boutique Project**

- Developed a cloud-based clothing boutique concept with a targeted 45-minute delivery model.
- Contributed to project planning, budgeting, marketing strategy, and recruitment planning activities.
- Supported strategic development and operational workflow design for business scalability.

❖ **Research Publication**

- Primary Author: Impact of Artificial Intelligence on HR Practices and Employee Performance

SKILLS

❖ **Technical Skills:**

- Recruitment Coordination
- Talent Acquisition Support
- Candidate Screening
- Interview Scheduling
- Onboarding Processes
- HR Documentation
- Employee Records Management
- Performance Evaluation Support

❖ **Soft Skills:**

- Microsoft Office (Excel, Word, PowerPoint)
- Effective Communication
- Time Management
- Team Collaboration
- Organizational Skills
- Attention to Detail
- Adaptability
- Leadership

LANGUAGES

- **Arabic:** Native
- **English:** Advanced