

SALMA TALEA ALI HARBI



0550450583



St.harbi22@gmail.com



Abha, Saudi Arabia

SUMMARY

A highly motivated Human Resources graduate with practical experience gained through training at government schools and private centers, including HR operations, personnel administration, and organizational support. Brings hands-on exposure to recruitment coordination, employee records, attendance tracking, and administrative workflows. Skilled in Excel, data organization, communication, and workplace coordination, with a strong ability to adapt, learn quickly, and work effectively within teams. Demonstrates professionalism, reliability, and a strong commitment to supporting organizational goals. Seeking to apply and grow my HR and administrative expertise in a dynamic, people-focused organization where I can contribute to efficiency, development, and a positive work environment.

EXPERIENCE

Basmat Farah Center | Saudi Arabia

HR Specialist Trainer | March 5, 2024 – May 15, 2024

- Delivered practical training in Human Resources operations within a professional work environment.
- Trained participants on employee records management, attendance tracking, and HR documentation.
- Explained HR policies, workplace procedures, and administrative workflows used in organizations.
- Guided trainees on recruitment coordination, staff organization, and communication between departments.
- Used Excel and administrative systems to organize employee data and prepare reports.

EDUCATION

Jazan University | Saudi Arabia

Diploma – Human Resources | Graduated on May 31, 2025

CERTIFICATES

- Fundamentals of Human Resources | Doroob – Saudi Arabi
- Using Artificial Intelligence in Human Resources | Doroob – Saudi Arabia
- Administrative Work Essentials | Doroob – Saudi Arabia
- Digital Skills for the Workplace | Doroob – Saudi Arabia
- Time Management for Projects | Doroob – Saudi Arabia
- Microsoft Office for HR Professionals (Excel, Word, PowerPoint) | Doroob
- Effective Workplace Communication | Doroob

SKILLS

Technical Skills:

- Human Resources Management
- Recruitment and Selection
- Employee Records Management
- HR Policies and Procedures
- Performance Evaluation and Appraisal
- Training and Development
- Microsoft Office (Excel, Word, PowerPoint)
- HR Information Systems (HRIS)
- Administrative Workflow Management

Soft Skills:

- Communication and Interpersonal Skills
- Problem-Solving and Decision-Making
- Time Management
- Attention to Detail
- Teamwork and Collaboration
- Analytical and Critical Thinking
- Adaptability and Flexibility
- Organizational and Planning Skills

LANGUAGES

- Arabic.
- English.