

SARAH KHALID ALAHMADI

Human Resources Specialist

Summary

Experienced Human Resources Specialist with over 10 years in HR operations, recruitment, onboarding, payroll, and employee relations. Skilled in managing large teams and leading project-based HR functions. Recognized for strong organizational skills, process improvements, and fostering positive, compliant workplace environments.

Educational Background

Cairo University - Year of Graduation: 2025

Master of Business Administration (MBA)



King Abdulaziz University - Year of Graduation: 2013

Master of Business Administration (MBA)



Work Experience

Makani Parking Services Company | Sep 2024 - Present



- Leading HR operations in a high-volume project.
- Managing onboarding, attendance, payroll inputs, and employee relations.
- Conducting performance evaluations and supporting improvement planning.
- Organizing employee engagement activities and compliance with labor law.
- Preparing management reports on headcount, turnover, and discipline.

Anan Iskan Company | Dec 2016 to Apr 2024



- Handled HR systems: Muqem, Qiwa, GOSI, Mudad, medical insurance & CHI.
- Led recruitment cycles: job posting, resume screening, interviews.
- Supported performance management, succession planning, and training.
- Oversaw payroll, HRIS, and employee records with strict confidentiality.

Operations Coordinator Kidzania Jeddah | Oct 2014 to Oct 2015



- Supervised 60+ staff across HR, training, and customer-facing roles.
- Managed daily operations and resolved visitor complaints.
- Ensured documentation compliance with internal procedures.

New Jeddah Clinic Hospital | Apr 2013 to Jun 2014



- Managed HRDF processes and employment policy updates.
- Prepared job offers, official letters, and employee travel bookings.



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Skills & Proficiencies

Ar ★★★★★
Native Speaker

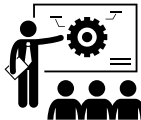
En ★★★★★☆

Fast Typing
Arabic & English



Key Performance Indicators

Train-the-Trainee



Teamwork & Cooperation



Self-Development