# MARYAM AL-ANEZI

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## PROFESSIONAL SUMMARY

Human Resources student and HR trainee at Princess Norah University with hands-on experience in recruitment, onboarding, employee records, and staff communication. Familiar with Saudi labour law, HR systems, and confidential data handling. Seeking an entry-level HR or recruitment role where I can grow into a dependable HR generalist.

## EXPERIENCE

**Human Resources Trainee** Sep 2024 - Present
Princess Norah University *Riyadh, Saudi Arabia*

- Supported end-to-end recruitment by coordinating job ads, screening applications, and scheduling interviews, helping streamline the process for faster candidate selection.
- Managed onboarding and offboarding steps, including preparing new employee files, collecting documents, and supporting contract preparation.
- Maintained accurate and confidential employee records in the HR system, ensuring compliance with university policy and labour law requirements.
- Contributed to discussions on restructuring plans, supporting a more efficient organisational design.
- Acted as a point of contact for staff HR enquiries, keeping clear and open communication that supported a positive work culture.

## EDUCATION

**Associate Degree, Human Resources Management** Expected Apr 2027
Princess Norah University *Riyadh, Saudi Arabia*

## SKILLS

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|---|---|
| **HR Operations** | Recruitment, onboarding and offboarding, employee files, contract support, HR policies |
| **Compliance** | Saudi labour law, confidentiality, health and safety basics |
| **Employee Relations** | Conflict resolution, performance appraisal support, constructive feedback |
| **Tools** | HRIS, Microsoft Office (Excel, Word, PowerPoint, Outlook), HR data entry and reporting |
| **Personal** | Communication, organisation, teamwork, attention to detail, initiative |

## LANGUAGES

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|---|---|
| **Arabic** | Native |
| **English** | Intermediate (B1) |