

Norah Alsubaie

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Professional Summary

Human Resources graduates with hands-on experience in HR operations, employee lifecycle support, employee services, and employee engagement. Experienced with ERP, Qiwa, GOSI, Excel, Power BI, and Power Apps.

Experience

Tamheer Program | People Quality & Delivery, Solutions by stc | March 2026 – Present.

- Handled employee requests related to childcare support and medical insurance.
- Conducted weekly reviews in GOSI and Qiwa to verify employee records and ensure accurate updates for new and resigned employees.
- Designed and developed a centralized event management system using Power Apps and Power BI to manage, track, and update events, including Corporate Culture activities.

HR Intern | People Quality & Delivery, Solutions by stc August 2025 – March 2026

- Supported HR operations and employee lifecycle processes using the company's ERP system.
- Processed employee services for new joiners, internal transfers, leave approvals, and resignations, as well as contract terminations through Qiwa.
- Handled HR transactions through GOSI and coordinated Chamber of Commerce attestations.
- Planned and executed internal events and employee engagement initiatives, coordinating all related logistics.
- Collaborated with internal teams and external partners to initiate and coordinate employee discount agreements.

Education

Majmaah University | Bachelor of Business Administration in Human Resources | January 2026

- Relevant coursework: Saudi Labor Law, Organizational Culture, and Ethical HR Practices.

Core Skills

- HR Operations and Employee Lifecycle Support
- Employee Services, Records Verification, and Employee Engagement Coordination
- ERP, Qiwa, and GOSI
- Microsoft Excel (Power Pivot), Power BI, and Microsoft Power Apps
- Microsoft Word, PowerPoint, and Google Workspace

Training & Certifications

- Labor Education: Saudi Labor Law - Doroob, 2025
- Microsoft Excel - Doroob, 2025
- Mathematical Formulas for Data Analysis - Doroob, 2025
- Skill Up! Program (Core Skills) - Solutions by stc & AFAQ

Languages

- Arabic - Native
- English - Advanced Proficiency