

Reham Baskran

HR expert

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📍 Jeddah - Saudi Arabia

🚩 Saudi Arabia

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CAREER OBJECTIVE

I am highly motivated and committed to continuous learning and development. I strive to enhance my skills to contribute effectively to the organization I work with, and in doing so, to serve my country in the best possible way.

SKILLS

- Employee Data Management
- HR Reports Preparation
- Policy Development and Compliance
- Recruitment and Talent Acquisition
- Payroll and Attendance Management
- Biometric Systems Management
- Data Analysis
- Team Collaboration
- Adaptability and Learning
- Work Under Pressure
- Time Management
- Problem Solving
- Effective Communication

COURSES

Computer Programs, Guil Institute
Sep 2011 – Dec 2011 | Jeddah, Saudi Arabia

English, Cultural Institute
May 2010 – Aug 2010 | Jeddah, Saudi Arabia

LANGUAGES

English

Arabic

ABOUT ME

An HR Specialist with experience in managing HR operations within real estate companies. I possess skills in managing the employee lifecycle, including attendance, leave management, payroll preparation, and performance evaluation. I specialize in policy development, recruitment management, and compliance, with expertise in report preparation, biometric system management, and contract registration on various platforms.

EDUCATION

Bachelor's degree in Statistics, King Abdulaziz University
Aug 2005 – Jan 2012 | Jeddah, Saudi Arabia

CERTIFICATES

SHRM

Advanced Certificate in Human Resources

PROFESSIONAL EXPERIENCE

Sella Pass, Senior Payroll Officer

Oct 2025 – Present | Jeddah, Saudi Arabia

- Payroll Preparation
- Time & Attendance Tracking
- Labor Law Compliance
- End of Service Work
- IFS & Odoo Systems Proficiency

Alalamia Company, Payroll HR Specialist

May 2022 – Sep 2025 | Jeddah, Saudi Arabia

Responsibilities:

- Performance Evaluation Reports.
- Payroll Processing.
- Attendance Monitoring.
- Employee Relations Management.
- Recruitment Interviews.
- Annual Reporting.
- Employee Lifecycle Management.
- Policy Development and Compliance.
- Timekeeping Systems.
- Contract Registration.

Alalamia Company, Customer Service

Feb 2021 – Feb 2022 | Jeddah, Saudi Arabia

Abdullah Malibari Law compane, Data Entry

Feb 2020 – Jul 2020 | Jeddah, Saudi Arabia

Niema Company, Sales

Jun 2019 – Dec 2019 | Jeddah, Saudi Arabia

Alqalam School, Math Teatcher

Mar 2016 – Sep 2018 | Jeddah, Saudi Arabia

Special Needs Center, Administrative

Mar 2015 – Oct 2015 | Jeddah, Saudi Arabia

That Alnitaqayn School, Math Teacher

Sep 2012 – Nov 2014 | Jeddah, Saudi Arabia

King Abdulaziz University, Statistical

Aug 2011 – Jan 2012 | Jeddah, Saudi Arabia