

Tasks As an HR Trainee at Saudi Awwal Bank, my role involved a wide range of activities in recruitment, training, and daily HR operations.

Scheduling and Coordinating Interviews: For candidates who passed the initial screening, I schedule interviews with both HR manager and the relevant department manager.

Sourcing and Screening Candidates: My role was to source potential candidates through various channels such as: LinkedIn, recruiting agencies and business referrals, shortlisting resumes who meet the job criteria then conducted initial phone screenings to assess their qualifications and verify that their information is accurate and up-to-date.

Here's a detailed look at the tasks I undertook:

Recruitment and Onboarding:

Identifying Hiring Needs: I began by collaborating closely with department heads to understand their staffing needs.