



Huda Al-Behaish

P.O.BOX 7422, Dammam 32274, Saudi Arabia, Mobile +966506824088, ID NO 1035823416 Birthday 16 NOV 1986, Single ,  hudas.ido@gmail.com ,  @Huoooooda

Goals

My vision is what you see yourself creating, an image of the future that you seek to create. I strive for the successful leadership and teamwork efforts for job well done admired by reputation and outcome.

Education



Bachelor of Law, King Abdulaziz University, Jeddah, Saudi Arabia, December 2014, Average 4.81\5

Diploma of computer, Canadian academy of learning, Dammam, Saudi Arabia, June 2006, Average 4.34\5

Experience

- Saudi Arabian Amiantit, Dammam, Saudi Arabia, Legal researcher, April 2015 till now.
 1. Prepare & maintain legal documents, including briefs pleadings for the preparation of law cases & hearings.
 2. Investigate facts & law cases to determine causes of action & proper cases.
 3. Review complains and prepare preliminary assessments.
 4. Coordinate with the related units in the field of labor law to maintain abide with labor law, reflecting the new changes in the internal Regulation & Employment contracts to ensure the legal implementations of the laws.
 5. Liaise with HR to set forth the legal process of dealing with the labors to ensure the implementation of labor law & avoid labor legal actions.
 6. In liaison with the other BU, draft a labor relation manual & update it as warranted from time to time to ensure the correction of implementation of labor law.
 7. Conduct labor investigation to ensure the correction of implementation the penalty as per labor law.
- Saudi Arabian Amiantit, Dammam, Saudi Arabia, Administrative Assistant, April 2014 to April 2015
 1. Administrative Assistant in HR department
 2. Open a file for new employees
 3. Organize files for employees

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- Internal details office, Dammam, Saudi Arabia, Administrative Assistant, April 2010 to April 2014
- 1. Contract's Formalization
- 2. Final Quotations
- 3. Appointment's Arrangement
- 4. Customer Services

Courses

1. Self-confidence and career orientation, Canadian academy of learning, Dammam, Saudi Arabia, 15 July 2006 – 26 July 2006
2. Accounting, Al- Alamiah For Education, Al Khobar, Saudi Arabia, 29 July 2006 – 23 August 2006
3. English, King Fahd University of Petroleum and Minerals, Dhahran, 4 November 2006 – 12 December

Skills and Competency Elements

1. Social Communication
2. Adopt and Learn
3. Teamwork
4. Microsoft Office
5. Engineering Software i.e. AutoCAD & Max

Linguistics Ability

1. Excellent Arabic
2. Good English

References

Upon request, references can be presented and referred to.