

MAHDI SULIMAN AL FATAIH

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ADMINISTRATION & MANAGEMENT | HUMAN RESOURCE MANAGEMENT | DATA PRIVACY & HANDLING | CONSTRUCTION & PROJECT MANAGEMENT

A fresh perspective on **Market Trends** and Human Resource **Management Tactics**. Dedicated & motivated towards creating better working spaces as well as improving work environment. Approachable and adept at solving in-office work issues and ensuring continuity and smoothness of operations. Competent in **Recruiting and Training** employees and performing numerous Administrative Functions. Inclined towards building strategic alliances and beneficial collaborations thus, increasing **Customer Satisfaction** to the maximum. Familiar with **HR Policies and Laws**. Skilled at handling and organization of digital data as well as management of Payrolls, Attendance Records and other **Employee Documentation**. Well-spoken, presentable and with the ability to deftly manage any issues and challenges while simultaneously foreseeing situations and providing ingenious solutions.

Key Strength Areas:



PERSONAL TRAITS:

Articulate~ Personable~ Decisive~ Punctual~ Enthusiastic & Encouraging~ Quick Learning & Adaptability~ Detail Oriented~ Judicious & Tactful

PROFESSIONAL EXPERIENCES

MAR 2019 – 2022, COMPANY AL SLAMAH HEALTHY , Saudi Arabia as Administrator (Human Resources Department)

- Handled sales-related activities, including client presentations, sales demonstrations, and key account management.
- Engaged with clients and ensured all their queries were addressed amicably.
- Handled marketing-related activities, at trade events, and digital marketing initiatives.
- Carried out interviews and recruitments and assisted the department in initiation of new recruits.
- Managed the set up of new bank accounts for employees.
- Monitored mailing activity and maintained detailed records of all formal communication.
- Created and updated Manpower Reports, Employee Timesheets and Attendance Records.
- Communicated with Payroll Department and provided all necessary information concerning employees.
- Arranged HR Events, Accommodations, Venues and Travel facilities.
- Handled all human resource related queries.

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, Powerpoint)
- Data Privacy (Computer Course)

EDUCATION

- Diploma in Human Resources Management, Institute of Public Administration.

PERSONAL DETAILS

Date of Birth: 01/09/2001 | **Nationality:** Saudi

Marital Status: Single

Languages: Arabic, English