

MAHDI SULIMAN AL FATAIH

Mobile/WhatsApp: [+966 504416536](tel:+966504416536)

Email: mahdi2001m@icloud.com

LinkedIn: <mailto:https://www.linkedin.com/in/mahdi-m-al-futaih-1659b0219>

ADMINISTRATION & MANAGEMENT | HUMAN RESOURCE MANAGEMENT | Attracting talent | internal communication & Performance 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:



PROFESSIONAL EXPERIENCES

MAR 2019 – JUL2022, COMPANY AL SLAMAH HEALTHY Riyadh , Saudi Arabia as Administrator (Human Resources Department)

- Handled sales-related activities, including client presentations, sales demonstrations, and key account management.
- Annual performance appraisal.
- Manpower planning.
- Attracting and employing talented people.
- Internal communication and development and ways to develop it.
- Arranged HR Events, Accommodations, Venues and Travel facilities.

MAR 2022 -JUN 2022, Ministry of Justice Main Center Riyadh performance management (Department Human Resources)

- Develops and executes programs and projects to evaluate, measure and improve employee performance.
- Analyzes the impact of employee performance interventions on organizational performance and provides reports to the management.
- Study and decide employee complaints about performance.
- Linking goals and competencies together is a smart model.

TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, Powerpoint)

Setting smart goals (SMART)

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