


# Fatima Almutairi

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 Riyadh

## OBJECTIVE

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Manage and support the organization's employees in order to maximize their contribution towards achieving the organization's goals and objectives including various activities such as recruitment and selection, training and development, performance management, employee relations, compensation and benefits, and HR administration.

## EXPERIENCE

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### **Rahaa Arabia Limited Company | Saudi Arabia**

Customer service | 2018 – 2020 | For 2 years

- Answering customer inquiries
- Resolving customer complaints
- Processing customer orders

## EDUCATION

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### **King Saud University| Training and Community Service Center | Saudi Arabia**

Higher Diploma in Human Resources Management | GPA 4.70/5 | 2024

### **Shaqra University | Saudi Arabia**

Bachelor's degree in Arabic language

## OTHER

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### ● **Certifications & Courses:**

- Using computers in office work | 3 months
- Data entry and word processing | 6 months
- Human Resources Management | 6 months

Training on electronic government systems in human resources | 20 hours

### ● **Technical Skills:**

- Excellent at Microsoft Office
- Manage employee relations
- Manage training and development
- Use compensation and benefits administration
- Manage HRIS (Human Resources Information Systems) management
- HR analytics and reporting
- Successful planning and workforce planning

### ● **Languages:**

- Arabic
- English