



Fatima Awad Almutairi

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 Riyadh

OBJECTIVE

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

Riyadh Municipality | Saudi Arabia

Cooperative Trainee | for 4 Months

- Assisted in recruitment processes (posting jobs, screening resumes, scheduling interviews).
- Prepared onboarding materials and assist new hires with documentation.
- Maintained employee records and update HR databases.
- Organized employee engagement activities and handle inquiries.
- Coordinated training sessions and track training progress.

Rahaa Arabia Limited Company | Saudi Arabia

Customer service | 2018 – 2020 | For 2 years

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

EDUCATION

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

Higher Diploma in Human Resources Management | GPA=4.70 | 2024

Shaqra University | Saudi Arabia

Bachelor's degree in Arabic language

OTHER

● 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