

# Fatmah AL-Mutairi

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## SUMMARY

I am a self-motivated and driven worker who strives to successfully and efficiently achieve all tasks. I am a dedicated professional looking to utilize my passionate drive and determination for excellence in Finance and HR. I am able to demonstrate excellent organization skills. I am able to communicate with team members who speak English and Arabic.

## FORMAL EDUCATION & CERTIFICATES

- Computer Certifications Diploma
- Human Resources Functions Course
- Excess course
- Basics of Safety, Health and Environment.
- course MOAMAH for special needs
- Microsoft Word Course
- Emergency preparedness and planning.
- Fire and Gas Safety training.

## WORK EXPERIENCE

### Napco Modern tach - 2nd Industrial City

- **HR Unit head** **Dammam 2 Industrial City** **May-2019 - present**

### Main Duties & Responsibilities: -

- Assistant General Manager
- Business plans and HR plan
- Recruitment and interviews
- Support all internal and external HR related inquiries or requests.
- Applying Saudi Labor Law Rules & Regulations.
- Maintain digital and electronic records of employees.
- Ensure all employee records are maintained and updated with new hire information or changes in employment status.
- I have 420 employees for 3 company under my central departments
- 5. Oracle Program + AX Program
- Increases and promotions

### Senior HR Officer

6 months

**Al Hajry Overseas.**  
Manager Assistant

**Aramco Al Dhahran** **2019**

**BAKHASHAB TRANSPORT & TRADING HOLDING COMPANY** **Dammam** **2016 – 2017**

- Data Entry for Sabic and Auditing financial accounts

**Al Khaldi Holding Company** **- Al-Khobar** **2013 – 2016**

- Auditing financial and HR Recruitment in Finance Department.
- Al Motakamal and Dynamic (AX)

#### SKILLS

- Possess a Saudi driver's license
- Quickly adaptable to new environments and cultures
- Ability to work with all levels of the organization
- Ability to work under pressure
- Self-confidence and relationship building
- Excellent knowledge of computer systems
- Strong coordination skills
- Creative and self-motivated
- Problem solving and analytical skills.
- Strong leadership and organizational skills.

#### LANGUAGES

Arabic, first language

English, writing, reading, speaking