

FATIMAH ABDULLAH ALBUSAEED

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SUMMARY

A resourceful and self-motivated professional with experience gained through practical work environments. Aspiring to join a leading organization where I would be able to apply my skills, collaborate with teams to achieve organizational goals, and to work on challenging and meaningful projects. Areas of interest include human resources development and operations.

EXPERIENCE

Personnel Officer – HR | 2014 – 2019

at Advanced Manufacturing for Metal and Glass CO.

Dammam, KSA

TASKS AND RESPONSIBILITIES:

- Responsible for vacation settlement and End of service benefits.
- Add and remove Saudi employees from the General Organization for Social Insurance (GOSI).
- Using Muqem and Tamm programs.
- Entry the employee information and keep update it.
- Preparing and complete of hiring a new employee procedure.
- Preparing employment Contract.
- Receive vacation and resignation requests.
- Follow-up vacations employees.
- Flight booking.
- Follow-up to health insurance.

EDUCATION

▪ Diploma in Human Resources Management

Academy Of Learning.

▪ Diploma Degree in Computer

Dammam University.

COURSES

- Legal aspects of HR (The Saudi Labor Regulations) at Dimensions of knowledge Center for Training.
- Human Resource Management Course at Leen Development Training Center.
- Human Resource Course at ITANA Training Institute.
- English conversation course at Ministry of Education.

STRENGTHS

- Talent Acquisition ○ Flexible & Adaptable ○ Data Collection
- Research & Analysis ○ Time Management ○ Training & Development

SKILLS

- Ability to use the computer and MS Office (Excel, Word, PowerPoint).
- Communication and teamwork.
- Ability to bear the problems of work.
- Management Skills.

LANGUAGES

Arabic (Native)

English (Very Good)