

Fatmah AL-Mutairi

Al-Khobar, Saudi Arabia, Eastern Province | H: +966533301176| Ms-f5555@hotmail.com

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 2 years
- Human Resources Functions Course
- Excess course
- Basics of Safety, Health and Environment.
- High school: 2007 86.57%
- 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: -

- 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 265 employees under my central departments
- 5. Oracle Program + AX Program
- Increases and promotions
- Senior HR Officer 6 months

Al Hajry Overseas. Manager Assistant

Al Dhahran 2019

BAKHASHAB TRANSPORT & TRADING HOLDING COMPANY

Dammam 2016 – 2017

Accounts Assistant and Oracle System Invoices Program

- Auditing financial accounts
- Data Entry for Sabic

Al Khaldi Holding Company

- Al-Khobar 2013 – 2015

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

Dammam National dispensary

- Dammam

2008 – 2009

- Receptionist and Insurance
-

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

INTERESTS

Travelling / Photography / Decoration and design