

Fatimah Abdulrahman Aldossari

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Career Objective

A highly motivated individual with a training background in human resources. My aim is to learn and excel in the HR industry. In addition to working with motivated and positive influential people in a productive organizational culture.

Education & Qualifications

Prince Satam bin Abdulaziz University Kharj, Saudi Arabia
Bachelors of **English and Literature**, 4.87 GPA (**First Class Honors**) Graduation date: May 2020

CIPD Qualification, in People Practice August - Present.

Training (Tamheer)

Talent Acquisition Executive Trainee in **Tawuniya Company**, August - Present.

- Source and filter profiles through different recruitment channels.
- Meet the business needs to review job descriptions and confirm skills required for job openings.
- conducted interviews, evaluated and identified potential candidates.

Membership

Member, **Translation Club**, Prince Sattam University, 2017 – Present.

- Exposed to specialized translation fields of translations (ex: Medical translation).
- Translated articles and movies from English to Arabic.

Member, **English theatre Club**, Prince Sattam University, 2019 – Present.

- Acted in live performances and led several academic events.
- Hosted celebratory events, improved my public speaking and communication skills.

Courses

Program, 10-Week immersive in **User Experience Design** - Misk Academy, May - July, 2021.

- Conducted 90+ qualitative interviews and used user-centered design methodologies to understand users' needs.

Program, **Future Career Path Essentials** - Misk Foundation.

- Learned essential workplace ethics and tools (ex: career roadmap development).

Course, **Fundamentals of Digital Marketing** - Google Digital Garage, 2021 - present.

- Grasped different digital marketing strategies and skills (ex: Search engine optimization).

Skills

Languages: Arabic (native), English (advanced).

Computer skills: MS Office, Spreadsheets, Blogging, Social Media, Collaboration tools.

Academic IELTS Test Score: achieved band **6.5** in the International English Language Testing System, 2021.

GAT Test Score: achieved **90%** in the General Aptitude Test (Quadrat), 2016.

Step Test Score: achieved **92%** in the Standardized Test for English Proficiency, 2019.