FATIMAH ABU-RUHI



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Married





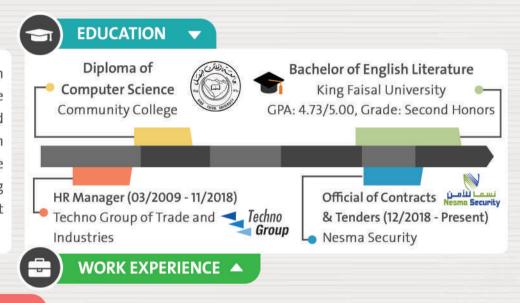
PERSONAL SUMMARY



A dynamic and results oriented professional with 7 years of exceptional expertise in the provision of effective Human Resource management solutions, with allied proficiency in department administration, and executing the comprehensive spectrum of HR program to lead consistent improvement in policies, retention, incentive and personnel relations to boost productivity and performance.

OBJECTIVE

Seeking a challenging position to establish a mutually lucrative relationship leading to assured legal compliance, prioritization of best practices and employee satisfaction, while maintaining a firm focus on the achievement of organizational objectives.



KEY RESPONSIBILITIES



Monitoring company-wide conformance with implemented HR policies/procedures; providing guidance regarding code of conduct to reduce legal risks and fortify employee relations.

Managing a structured system to maintain updated records of employees files, contracts, and payroll processing; maintaining a robust network of affiliations within the Ministry of Labor; GOSI and Muqeem service division to secure approvals/permits.

Streamlining applications for Igama to support fulfilment of staffing needs; recording all terminations, absences, transfer and hires for optimized budget allocation and leveraging of exisiting human capital.

Resolving issues pertaining to medical insurance to confirm compensation with contractual agreements; facilitating precise disbursement of vacation benifits.

Generating various letters/memos/contracts to support day-to-day operations; preparing reports to enable decision making and strategic planning for assured staff retention, empowerment.

Coordinating visa arrangements with outside agencies alligned with standard operating procedures; working as an integral part of the department to steer continuous improvement in company culture, expense reduction and internal controls.

Prioritiing confidentiality of HR data to meet integrity and security objectives; leading special projects to uphold employee relations and rights consistent with department vision to fuel business growth.

Managing ticket and hotel reservations.

Managing all the process in bank online.





Solving



Effective Communication



under pressure & Planning







Arabic English