

# FATIMAH ABU-RUHI



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 mooneyes2007@yahoo.com  
 27 May 1983  
 Married

Saudi



## 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.

## EDUCATION

Diploma of  
Computer Science  
Community College



Bachelor of English Literature

King Faisal University  
GPA: 4.73/5.00, Grade: Second Honors

HR Manager (03/2009 - 11/2018)  
Techno Group of Trade and Industries



Official of Contracts  
& Tenders (12/2018 - Present)  
Nesma Security



## WORK EXPERIENCE

## 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 Muqem service division to secure approvals/permits.

- Streamlining applications for Iqama to support fulfilment of staffing needs; recording all terminations, absences, transfer and hires for optimized budget allocation and leveraging of existing human capital.
- Resolving issues pertaining to medical insurance to confirm compensation with contractual agreements; facilitating precise disbursement of vacation benefits.
- 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 aligned with standard operating procedures; working as an integral part of the department to steer continuous improvement in company culture, expense reduction and internal controls.
- Prioritizing 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.

## PERSONAL SKILLS



Problem Solving



Effective Communication



Work well under pressure



Leadership & Planning



Teamwork

## LANGUAGES

Arabic



English

