

Fatimah Faiz Alashour

Personal Information

Date of birth: 11/28/1987 Marital Status: Single. Mobile: 0563744799
Nationality: Saudi Arabia. Place of birth: Dhahran. EMAIL: ashoorffj@hotmail.com

Objective

Join a professional work environment that provides opportunities for training and career advancement by working with a team I can gain experience and apply my practical skills.

Work experience

Nesma Security Co. as Contract Officer from 06/2020 - 10/2021, as HR Officer from 11/2021 - 01/2021
A Al Yahya Eng. Cons. Company as Administrative Affairs and Human Resources Manager from 08/2019 – 05/2020.
Flash Diamond EST. As Executive secretary And HR Coordinator from 05/2018 – 08/2019.
Arrow speed Est. as HR Officer from 9/ 2017 – 1/2018.
Hassan Al Sanad Trading Establishment as HR Officer 3/ 2017 – 9/2017.
Isam Kabbani Group as billing coordinator& data entry from 5/ 2013 – 6/ 2016.
Mouwasat Al-Qatif Hospital as a Receptionist from 12/2011 – 5/ 2013.

Qualifications

Bachelor degree in Administrative Sciences class of 2020, King Abdulaziz University (e-learning) with 4.62 out of 5 GPA.

Courses and training Certificates

1. The development of professional skills for HR specialist from ASharqia Chamber during the period from 9-12/2020.
2. HR specialist from ASharqia Chamber during the period from 14-18/2018.
3. Skills of human resource specialist from Qafazat Training Center for 25 training hours from 12-16/2017.
4. **Five Training courses of Human Resources Management certified from Technical and Vocational Training Corporation:**
 - a. N.D.H.R.M Course, Diploma in the art and science of Modern Human Resource Management Skills from International H.R.D. Association.
 - b. The Design of Incentives System, Specialist in the Art and Science of the Design of Incentives System Skills from the Human Resources Development Academy.
 - c. Training Needs Analysis, Diploma in the Art and Science of Training Needs Analysis Skills from International H.R.D. Association.
 - d. Advanced Skills in Human Resources Management, Diploma In The Art and Science Of Advanced Managerial Skills from The Human Resources Development Academy.
 - e. Business Process REENGINEERING (B.P.R).
 5. One-month course of Session of the five skills of modern management (rehabilitation and job - Executive secretary -writing reports- Customer Service-Business Administration) in Saudi Institute Summit Training and Development.
 6. Volunteer training for 3 months of accounting in Rocco Consulting chemicals.
 7. Three months course of Financial Accounting Course for Non-Accountants in Saudi Summit Institute for Training and Development.

Skills

Quick learner. Leadership Character. Languages: Arabic and English.