Fatimah Mahdi Al-Amard

Personal Information

Birthday: 23/10/1407 Mobile: +966561596061

E-Mail: fatimah-mhd@hotmail.com
Address: Eastern Province, Saihat

Objective

To obtain a position associate with **any skills I have it**, which offers challenge, scope and responsibility within a progressive and dynamic organization to improve my skills and broaden my knowledge mainly in the field of **HR**, **Administration**, **Reception**, **Secretary**, **Customer Service**, **Sales**.

Education & Courses

Dec , 2013 to Dec 2014

Academy of Learning – Secretarial Diploma – Intermediate of Microsoft Office - Excel, Word, PowerPoint, SharePoint, Operating Systems, Communication Skills, Communicate with Others, Organize Office Work, Time Management, E-mail, Scheduling Electronics,

Jan, 2013 to June, 2013

Newhorizons - Cambridge Certificate in IT skills, Principles of English and introduction to Business Administration.

Experience

Sep, 2018 to Aug, 2019

Working in Vision House Optical in Qatif as Administrator & HR assistant.

- Assist with day to day operations of the HR functions and duties.
- Compile and update employee records (hard and soft copies).
- Coordinate HR projects (meetings, training, surveys etc) and take minutes.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- Coordinate communication with candidates and schedule interviews.
- Process employees' requests and provide relevant information.
- Responsible for all related government E-Service platform (Gosi, Muqeem, Ministry of Labor, Seha, Absher, Civil of Defense, Balady & Saudi Commission for Health Specialties.
- Registration of employees with medical insurance.
- Make reservations and book travel tickets for employees.

May, 2017 to June, 2018 Working in Saudi Venture Capital Company in Khober as Administrator.

- Responsible for company car insurance New & Renewal.
- Coordinate with all Departments for sending and receiving mail from DHL and FedEx.
- Responsible to coordinate company meetings with head of each department.
- Knowledge of travel rules and policy to complete travel documents (e.g., travel advances, arrangements, travel expense claims).
- Filing and records keeping in company system.
- Follow-up with the departments inside and outside the kingdom to send the weekly sales report to our director in Eastern Province.

May, 2015 to April 2017

Working in Renaissance Arts Contracting decoration Foundation in Khobar as Secretary.

- Prepare and coordinate the employee's annual vacation.
- Prepare the business offer letters to the clients.
- In charge for health and car insurance.
- Responsible to issue the exit, re-entry visa to the employees.

May, 2013 to Dec, 2013

Working in **Dar Al-Afia Medical Group** in Dammam as **Secretary Department of Dermatology and Cosmetology.**

- Verify Insurance card of the patients for approval center and ensure that it is active.
- Coordinates all the needs of the patients with the Doctor.
- Coordinates Aramco patient's appointments.
- Accept telephone calls from the patients instead of the Doctor.
- Arrange bookings and appointments of the patients.
- Save the file of the patients when there is an appointment.
- Prepare patients Receipts.
- Transmit all the receipts to Auditing Dept.
- Coordinate with medical records dep.
- Call the patients to remind them for their appointment.

Skills/Abilities

Computer

Excellent with Microsoft Office Word, Excel & PowerPoint.

Excellent in surfing and communicating through the Internet and Email.

Communication

Excellent in Arabic (Speaking. Reading and Writing) as a native speaker.

Good-Standing in English (Speaking, Reading and Writing).

Ability to learn any knowledge by myself

Good Communications.

Training

Dec , 2019 Course for 3 Days at **Watan First Institute** as **Negotiation & Persuasion Tactics & Strategies.**

July , 2019 Course for 4 Days at Special Technical Training Center as Comprehensive HR Management.

Aug, 2014 to Dec, 2014 Co-up for 10 weeks in **Saihat Society for Social Services** as **Assistant administration and helping all the team there.**