



# Fatimah Saeed Alfaraj

## CONTACT INFO

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 Saudi Arabia, Eastern Province.

## PERSONAL INFO

**Birth Date:** 22/07/1988.

**Marital Status:** married.

## TECHNICAL SKILLS

**Microsoft Office**



**Adobe Photoshop**



**Illustrator**



**3D Max**



## PERSONAL SKILLS

**Communication skills**

**Working under pressure**

**Willingness to learn**

**Collaboration**

**Hardworking**

## JOB OBJECTIVE

To develop my skills, knowledge and experience and help my company to meet its objectives which eventually leads to my life and career success.

## EDUCATION

### BACHELOR OF BUSINESS ADMINISTRATION

Jubail University College | Jubail

2007 – 2013.

## EXPERIENCE

### HR OFFICER

Shade Corporation Ltd | Dammam

2014 – 2016

- Coordinating with line Managers to understand and identify the manpower requirements.
- Identifying potential applicants and scheduling interviews between candidates & concerned managers.
- Follow up with Recruitment Agencies in (Egypt, Lebanon and Sudan) and completing all employment formalities related.
- Prepare and release other necessary recruitment documents such as: Employment Offer Letters, Employment Contracts in coordination with HR manager.
- Prepare New Joiners Files and maintain updating.
- Translate Letters from Arabic to English and Vice versa such as: (Letters to Embassies, Internal Memos)
- Coordinate with the supervisor/managers of new joiners to successfully carry out their Probationary Evaluations (Monthly, bi-monthly & tri-monthly).
- Draft various disciplinary memos such as: (Warning Letters, Termination Letters and other ad hoc letters).

## LANGUAGE SKILLS

Arabic



English



### HR COORDINATOR | CO-OP Training

Olayan Group (Head Office) | khobar

2013

- Dealing with all the recruitment needs & employment issues of the company.

## ACTIVITIES & COURSES

### Volunteer as English Teacher

Qatif Blind center | Qatif

2018.

### 3D max & V-ray

180 Degree center | Bahrain

2018.

### Graphic Design Online Course

Udemy.com | 2017.

### Fresh Development Program

Jubail University College | Jubail

2012.