

FATIMAH ALZAYER

HUMAN RESOURCE MANAGMENT

CONTACT INFO

📍 Eastern Province, KSA

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🔗 [fatimah-alzayer](#)

SKILLS

IT Skills

Microsoft
Digital HR system –
(Ektfaa)

Soft Skills

Effective
communication
Ability to work
independently or as part
of a team
Professionalism
Positive attitude

EDUCATION

Bachelor of Since Business
Management (Human
Resources Management)
Royal commission for YANBU
University College, KSA | 2015 -
2020

INTENSIVE ENGLISH
PROGRAM
WEST VIRGINIANA
UNIVERSITY, Morgantown
|2014 - 2015

LANGUAGE

English
Arabic

PROFILE

A self-motivated individual seeking position in the HR department has room to develop solid and ethical HR practices with a significant contribution to the company's success. Along with high-level communication skills and a task-oriented to see things through outstanding performance.

EXPERIENCE

HUMAN RESOURCES ADMINISTRATOR

Diversified Lines for Petroleum services | Jul2020 - Present

Prepare and upload monthly wage protection.
Manage Electronic contract Authentication.
Conducting chamber letters/ Ministry of Commerce.
Issuing site entry permission/ Zawil system.
Handel foreigner employees' affairs iqama renewal, work permits re-exist entry, final exist, transfer sponsorship, change profession, issue work visa.
Advertising, sourcing, and screening resume for vacancies in the company.
Handling the governmental system complaints laws/rules/regulations and ensuring the company is following the correct procedures and avoiding the penalties.
Prepare HR documents/ employment contracts and new hire guides.

Coop Training

AL-ETIHAD Cooperative Insurance Co|Sep2019 -Dec2019
Participating in analyzing and conducting an exit interview.
Performing personnel tasks.
Administrating In-house training.
Evaluating the effectiveness of training programs.