

FATIMAH NAJI AL-IBRAHIM

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CAREER OBJECTIVE:

Aspiring to join the Human Resources team in a professional organization where I can effectively contribute to executing administrative operations related to employee management, and foster a productive work environment that supports achieving the organization's goals efficiently and professionally, while continuously developing my skills and contributing to the success of the team and the organization.

WORK EXPERIENCE:

- **NES Company** Sep 3, 2024 - Dec 26, 2024
Cooperative Training
 - Supported employee training and development under management supervision.
 - Followed up on recruitment activities and helped in screening candidates' resumes.
 - Helped update employee databases and monitored attendance and departure records.
 - Assisted the HR team in preparing periodic reports and analyzing performance indicators.
 - Assisted in performance evaluations and contributed to productivity enhancement initiatives.
 - Participated in organizing internal events to enhance the work environment and company culture.

EDUCATION:

- Bachelor's Degree in Human Resource Management | **Al-Asalah University** | 2024.
- **GPA:** 3.21 / 4

SKILLS:

- Computer proficiency.
- Use of Human Resources Management Systems (HRMS).
- Work organization.
- Report preparation.
- Problem solving.
- Teamwork.
- Microsoft Office programs.
- Data analysis.
- Employee follow-up.
- Time management.
- Self-learning.
- Effective communication.

LANGUAGES:

- Arabic.
- English.