

FATIMAH KHALID ALOBIDAN

Nationality : Saudi Arabia

FRESH GRADUTE IN BUSINESS ADMINISTRATION

CONTACT



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Saudi Arabia - Eastern Province

OBJECTIVE

Highly motivated and detail-oriented Business Administration graduate seeking to leverage academic knowledge and internship experience to contribute effectively to a dynamic organization. Eager to apply strong analytical, communication, and organizational skills in a challenging entry-level role.

LANGUAGES

- Native: Arabic.
- English.

SKILLS

- Time management
- Communication skills.
- Quick learner and Attention to details.
- Useful Software Microsoft Excel, Word, Outlook and PowerPoint.

EDUCATION

Prince Mohammed Bin Fahd University 2024

Bachelor of Business Administration

WORK EXPERIENCE

Internship (COOP) As HR Officer Jun - Jul 2023

Gulf Union Alahlia Cooperative Insurance (For 2 Months)

- Worked on job descriptions, ensuring they accurately reflected the roles and responsibilities.
- Trained on drafting and processing various HR-related letters, including experience and clearance certificates.
- Assisted in managing HR documentation and employee records for Semsal logistics.
- Contributed to the preparation of experience and clearance certificates, ensuring accuracy and timeliness.

Extra Head Office

Tamheer Program As Purchasing Specialist

- Process and approve Purchase Requests (PR) in the website and generate Purchase Orders (PO) in ORACLE.
- Evaluating suppliers in Excel, based on price, delivery, quality and key criteria.
- Finds suppliers for new Purchase Requests and organizing data in Excel.