

FATIMA ABDULRAHMAN ALSHUHAIL

Resident of Al Khobar, Saudi Arabia Email: Fatimaashuhail@outlook.com Phone: +966546515542

I am a motivated and ambitious professional holding a Bachelor's degree in Information Science from Imam Abdulrahman Bin Faisal University. I have over four years of hands-on experience across various fields including administration, real estate, operations, business development, and sales. Throughout my career, I have successfully built strong client networks, organized large-scale events, and implemented innovative digital marketing strategies. I have also represented my organization in multiple regions across the Kingdom and worked closely with executive management as part of the assistant team.

AREA OF EXPERTISE

Administrative Development	Operations Management	Business Development
Digital Marketing	Real Estate & Investment	Executive Support & Coordination

PROFESSIONAL EXPERIENCE

Maharat Construction Training Center-Administrative Development Specialist

Nov 2022 – Jul2025

- Successfully organized a large-scale conference
- Professionally coordinated training workshops
- Built strong relationships with key clients
- Implemented creative digital marketing strategies
- Attracted strategic partners to the organization
- Represented the center in different regions across Saudi Arabia
- Supported department leadership as part of the assistant team

Anat - Operations Manager

Sep 2020 – Dec 2021

- Prepared employee contracts and oversaw recruitment procedures
- Developed a contract tracking system (expiration, renewal, promotion)
- Conducted interviews and hired qualified HR team members
- Advised management on candidate selection and organized onboarding programs
- Managed full payroll processing including calculations and tax handling
- Designed and led training and development initiatives
- Executed digital marketing strategies and content creation
- Provided customer support and improved satisfaction levels
- Handled inventory control, monthly audits, and annual stock assessments

Dar Emmar (Part-Time – March 2023)

Part-Time – March 2023

- Closed successful real estate deals
- Developed profitable investment projects
- Provided strategic advice to clients, achieving notable results
- Conducted effective negotiations
- Increased social media engagement significantly

EDUCATION

- Bachelor's Degree in Information Science -Imam Abdulrahman Bin Faisal University-
- Digital Transformation Course
- Volunteer Experience:
- Organizer at the annual SAP Bank Family Celebration

ACHIEVEMENTS & TECHNICAL SKILLS

- Ambitious, Self-confidence, Self-motivated, Reliable and Dynamic.
- Ability to work individually and as a cooperative team member.
- Able to work under stress
- Excellent Communication Skills.

