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| Profile An effective and confident communicator also self -starter with motivation required to succeed a busy HR department .presently looking to progress a career within HR industry by joining an exciting and ambitious  Company that rewards ability and hard work. |  | fatin alzahrani  HR Administrative Assistant |
| Contact PHONE:  0566889886  EMAIL:  [Alzahranifatin19@gmail.com](mailto:Alzahranifatin19@gmail.com)  ADDRESS:  Lazma street,Riyadh SAUDI ARABIA SKILLS  * Excellent organization and   Administrative skills.   * Proficient in using Microsoft office. * Co-ordinate with a wide-range of activities at one time. |  | EDUCATIONPRINCE SULTAN UNIVERSITY 2005 - 2012  BACHELOR OF INFORMATION SYSTEM (COMPUTER SCIENCES). coursesALKHALEG TRAINIG AND EDUCATION CENTER. December 2019-April 2019  HRM (240 Hours).   WORK EXPERIENCEATHEEB GROUPS COMPANY, HR ADMINISTRAVE ASSISTANT April 2019-November 2019   * Coordinate the interviews between the HR manager and the candidates. * Introduce the new staff to the company policies and regulation. * Work on the payroll. * Assist HR manager of administrative decisions and sanctions. * Develop and schedule on job training. * Act as coordinator to give the staff the benefit of medical and social insurance.  ALYAMAMAH FOR OPERITION AND MAINTENANCE COMPANY, IT SUPERVISIOR February 2014-november2015   * Control and develop training for the teams in nine medical colleges   At princess Nora bint Abdulrahman university.   * Maintain and control four automated systems (FAS, AVS,MCS,SACS).   Coordi |