

FATIMA ATIAH BAKRI

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PROFESSIONAL SUMMARY

Business Administration graduate with hands-on experience in Human Resources and administrative operations. Experienced in managing employee personnel files, monitoring attendance and departure records, processing leave requests, and providing daily administrative support to employees. Skilled in professional administrative communication, including sending and following up on emails to ensure smooth workflow and proper documentation of official correspondence. Actively involved in recruitment processes, including CV screening and participating in personal interviews. Proficient in Microsoft Office, Excel, Odoo, ERP systems, CRM software, data management, and administrative processes.

PROFESSIONAL EXPERIENCE

Jundala Group of Companies | Saudi Arabia

Human Resources Officer | 2025

- Managed and maintained employee personnel files and ensured accurate and organized employee records.
- Monitored employee attendance and departure records and followed up on attendance-related matters.
- Processed and followed up on employee leave requests in accordance with administrative procedures.
- Provided daily administrative support to employees and assisted with HR-related inquiries and requests.
- Handled administrative communication by sending, monitoring, and following up on emails professionally to ensure smooth workflow.
- Maintained and documented official correspondence and HR-related records.
- Participated actively in the recruitment process, including screening CVs and participating in personal interviews.
- Followed up on work-related matters with employees and clients to support efficient administrative operations.

Al-Bir Charity Association | Saudi Arabia

Data Entry Clerk | 2024 | Part-Time

- Entered beneficiary data accurately into the Rafid system.
- Updated and maintained beneficiary records and files.
- Created and completed case forms for documentation and administrative management.
- Organized and established new beneficiary files to support efficient case handling.
- Maintained accurate and organized information to support administrative processes.

Distinguished Accountants Program | Saudi Arabia

Team Leader | 2024 | Part-Time

- Prepared training materials and resources to support trainee development.
- Supervised trainees and addressed questions, concerns, and training-related issues.
- Monitored and recorded trainee attendance and maintained accurate attendance records.
- Responded to inquiries and provided clear information and support.
- Coordinated team activities to support effective delivery of the training program.

Distinguished Accountants Program – Work Market Preparation Program | Saudi Arabia

Development and Training | 120 Hours

- Applied Odoo for business management and administrative processes.
- Used Microsoft Excel to design and prepare an accounting system for financial tracking.
- Performed accounting tasks and prepared financial documentation in English.
- Applied VAT calculations and compliance concepts within accounting processes.

Primary Health Care Center in Khadira Ayash | Saudi Arabia

Trainee – Cooperative Training | 2023

- Coordinated and scheduled appointments to support effective time management.
- Updated and maintained patient records accurately.
- Entered data and prepared reports to support performance monitoring.
- Supervised and trained interns to support their development and effective contribution.

EDUCATION

Bachelor's Degree in Business Administration

September 2019 – June 2023

CERTIFICATIONS AND TRAINING

- Computer Course – Al-Khwarizmi Institute for Training | June 2024 – November 2024
- Report Writing and Administrative Correspondence Course – Ripal Institute for Training | August 2024
- Administrative Supervision and Organization Course – Ripal Institute for Training | August 2024
- Employee Affairs and Administrative Development Course – Ripal Institute for Training | August 2024
- Management Laws and Organizational Performance Improvement Course – Ripal Institute for Training | August 2024
- Occupational Safety and Health Standards According to OSHA Course – Ripal Institute for Training | August 2024
- Basic Computer Skills Course – Droob | December 2023
- Professional Project Management (PMP) Course – Miqyas Learning Center for Training | September 2023
- Excel Spreadsheet Program Course – Droob | January 2023
- Marketing Course
- Customer Service Course
- E-Commerce Course
- Principles of Accounting Course

ACHIEVEMENTS AND LEADERSHIP

- Served as Team Leader in the Distinguished Accountants Program, supporting trainees and coordinating training-related activities.
- Completed 120 hours of practical development and training through the Work Market Preparation Program.
- Earned an Honorary Membership Certificate as an Ambassador of the Distinguished Accountants Program in 2024.

TECHNICAL SKILLS

- Microsoft Office Suite
- Microsoft Excel
- Odoo
- ERP Systems
- CRM Software
- Data Entry
- Basic Data Analysis
- Financial Reporting
- Accounting Documentation
- VAT Calculations
- Digital Project Management
- Statistical Analysis Tools
- Administrative Systems
- General Computer Skills

CORE SKILLS

- Communication
- Administrative Support
- Human Resources Support
- Data Management
- Record Management
- Training Coordination
- Team Leadership
- Problem-Solving
- Attention to Detail
- Decision-Making

- Analytical Thinking
- Time Management
- Collaboration and Teamwork

LANGUAGES

Arabic

English