

FATIMAH ALBUTAYAN

Saudi Arabia

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EDUCATION

Bachelor of Management Information Systems I

2021 - July 2025

King Faisal University - Al Ahasa

EXPERIENCE

◦ **Saudi Irrigation Organization – HR Assistant Intern**

Jan 2025 - July 2025

- Maintained and updated employee records and HR databases with accuracy.
- Screened CVs, summarized candidate profiles, and proposed suitable job titles.
- Scheduled interviews and coordinated with candidates throughout the hiring process.
- Prepared HR documents including contracts, policies, and job offers.
- Tracked and analyzed HR KPIs to support performance improvement initiatives.
- Designed interactive interview templates using HTML and CSS for email sharing.
- Created and published job descriptions on LinkedIn.
- Responded to internal and external HR-related inquiries.
- Ensured compliance with labor laws, HR policies, and data privacy regulations.
- Contributed to auditing and analyzing promotion paths aligned with the organizational structure.
- Assisted in updating the organizational structure and employee distribution.
- Participated in preparing the 2025–2026 workforce planning presentation.
- Onboarded 300+ transferred employees

◦ **Mohammed Al-Otaibi Company - Administrative Assistant, Retail Sales**

Jun 2021 - Mar 2023

◦ **Fatimah Al-Baqshi institution - Administrative Assistant, Retail Sales**

Apr 2023 - Jul 2024

- Trained new employees and interns on sales, customer service, and marketing techniques.
- Monitored and evaluated staff performance, providing feedback for improvement.
- Coordinated team schedules and ensured alignment with operational goals.
- Analyzed workforce needs and supported task distribution based on team capacity.

SKILLS

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|-----------------|--------------------|--------------------|------------------------|
| • HR KPIs | • Microsoft office | • Technical Skills | • Communication skills |
| • Adobe Acrobat | • SAP System | • Business Writing | • Team leadership |

CERTIFICATIONS

- IBM Data Analytics I | STC Academy
- SQL Fundamentals Course | KSU for Health Sciences
- Economic & Business Management Database course
- Innovation Camp Program | INJAZ Saudi Arabia
- Trainer at Innovation Boxes Camp (IoT & Telegram Bot programming)
- Trainee at Parachute16 (Professional training in leadership & project management)

LANGUAGE

- Arabic - Native
- English - step