

FATIMA MOHAMMED ALBUAINAIN

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Professional Summary

Results-driven Administrative Services Manager with over 10 years of experience in office administration, HR support, and operational leadership. Skilled in streamlining processes, managing staff performance, and ensuring policy compliance. Proven ability to enhance organizational efficiency, lead cross-functional teams, and support strategic initiatives in fast-paced environments. Committed to delivering high-quality administrative solutions aligned with organizational goals.

Core Competencies

- Strategic Planning & Execution
- Human Resources Management
- Talent Acquisition & Onboarding
- Employee Relations & Engagement
- Policy Development & Compliance
- Organizational Development
- Performance Management
- Training & Staff Development
- Administrative Operations
- Conflict Resolution & Communication

Professional Experience

Administrative Manager

Royal Commission for Jubail and Yanbu – Jubail Industrial City | Oct 2021 – Present

- Directed strategic planning and organizational development initiatives, improving administrative efficiency.
- Managed full HR lifecycle including hiring, onboarding, performance evaluations, and employee relations.
- Led the creation and implementation of policies and procedures aligned with organizational goals.

Administrative Assistant

Royal Commission for Jubail and Yanbu – Jubail Industrial City | Sep 2017 – Oct 2021

- Provided high-level administrative support to executive leadership, including calendar management and reporting.
- Assisted in the coordination of recruitment processes, new hire orientations, and HR documentation.

English Instructor

Royal Commission for Jubail and Yanbu – Jubail Industrial City | Sep 2012 – Sep 2017

- Delivered engaging English language instruction and evaluated student performance.
- Managed departmental staff and academic scheduling.

Contracts Translator Coordinator

Atkins – Khobar | Jun 2011 – Dec 2011

- Translated technical and legal documents while ensuring accuracy and consistency.
- Coordinated between legal, administrative, and project management teams to maintain compliance.

Education

Bachelor of Arts (B.A.) in English Language
University of Dammam | 2011

Certifications

- Microsoft Innovative Educator
- Financial Management for Leaders
- Strategies for Dealing with Beneficiaries
- Effective Communication Skills

Key Achievements

- Led organization-wide cybersecurity awareness initiatives.
- Served on the Procedural Organization Manual and Interview Committees.
- Recognized as 'Ideal Employee of the Year' for exceptional leadership and contributions.
- Secured multiple first-place awards in institutional competitions.

Languages

- Arabic: Native
- English: Fluent