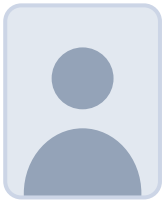
Fatima Al-Zahrani

Human Resources Officer

fatima.zahrani@example.com | +971 50 000 0202 | Dubai, UAE



PERSONAL DETAILS

Nationality: Jordanian
Notice period: 30 days
Date of birth: 12 March 1996
Marital status: Single
Visa status: Employment visa, transferable
Location: Dubai, UAE
Driving licence: UAE licence

PROFESSIONAL SUMMARY

Human Resources Officer. HR officer with five years in recruitment coordination, onboarding and employee records for companies in Dubai. Organised, discreet and comfortable working in Arabic and English with candidates and line managers.

CORE SKILLS

Recruitment coordination · Onboarding · HR records · Visa and labour paperwork · Interview scheduling · HRIS · Policy support · Excel · Employee relations · Payroll inputs

PROFESSIONAL EXPERIENCE

Human Resources Officer

2022 to Present

Sample Retail Group | Dubai

- Coordinated recruitment for about 25 hires a year, from shortlist to offer letter.
- Ran onboarding for new staff, including contracts, medicals and system access.
- Kept employee files and visa expiry dates up to date and flagged renewals 60 days ahead.

HR Assistant

2019 to 2022

Sample Hospitality Co. | Abu Dhabi

- Scheduled interviews and prepared candidate summaries for hiring managers.
- Prepared monthly attendance and leave inputs for payroll.
- Maintained the interview calendar and sent confirmations to candidates within one working day.

EDUCATION

- BA Business Management, Example University, Sharjah, 2019

CERTIFICATIONS

CIPD Associate Certificate in People Practice (sample)

LANGUAGES

Arabic (Native); English (Fluent)

Sample, not a real person