

FATIMA RASHID AL-SAIDI

NATIONALITY: OMANI (QATARI MOTHER)
MARITAL STATUS : MARRIED
PHONE NO. : (974) 66660091
E-MAIL : F.ALSAIDI@HOTMAIL.COM

EDUCATION

Spring 2017	Bachelor of Law - Qatar University.
2007	Certificate in Human Resource Management – College of North Atlantic - Doha, Qatar.
2005	High School Certificate - Al-Rayyan Al-Jedid Secondary School - Doha, Qatar.

WORK EXPERIENCE

2008	Qatar University - Doha, Qatar.
2008	- Training & Development Specialist - HR Department.
2009	- Personal Recruitment Specialist - HR Department.
2011	- HR Specialist - HR Department.
2012	- Talent & Training Unit Head - HR Department.
2012	- HR Advisory Section Head - HR Department.
2013	- Section Head of Recruitment - HR Department.
2014 - 2017	- Section Head of Classification & Compensation - HR Department.
2007 - 2008	Mowasalat - Doha, Qatar.
	- Administrative Assistant in Procurement Department
2005 – 2007	Hamad Medical Corporation - Doha, Qatar.
	- General Clerk in HR Department.

COURSES & CONFERENCES

▪ **COURSES:**

- Certificate in HR Skills from George Washington University - Dubai, UAE.
- Workforce planning and manpower budgeting – London.
- The 7 habits of highly effective managers - Doha, Qatar.
- Six circles workshop - Doha, Qatar.
- Job analysis & creating the organizations – Dubai, UAE.
- Training and career path - Doha, Qatar.
- Performance planning & review meetings - Doha, Qatar.
- Listening & interviewing skills in the recruitment process- Doha, Qatar.
- Effective supervisory skills - Doha, Qatar.
- The art of customer service workshop - Doha, Qatar.
- The outstanding assistant workshop - Doha, Qatar.
- Train the trainer program - Doha, Qatar.
- Effective teamwork & techniques workshop - Doha, Qatar
- Mindset workshop - Doha, Qatar.
- Effective communication and better representation - Doha, Qatar.
- The benefits of providing the development opportunities - Doha, Qatar.
- Netiquette workshop - Doha, Qatar.
- Certificate in secretaries and office managers - Doha, Qatar.
- Computer skills - Doha, Qatar.
- General orientation program from Hamad Medical Corporation - Doha, Qatar.
- How to Handle Workplace Bullying - Doha, Qatar.

▪ **CONFERENCES:**

- First GCC Leadership Conference 2013 (Secrets of Change Management) - Manama, Bahrain.
- CUPA - HR Annual Conference 2014 - San Antonio, USA.
- Alliance 2016 Conference - Seattle, USA.
- TEDx Conference - Qatar University 2016 - Doha, Qatar.

- The 2nd World Conference on International Arbitration. – 2016 - Doha, Qatar.
- The Second lawyers conference - lawyers legal works on commercial field –2017- Muscat, Oman

PROFESSIONAL ACTIVITIES

2010, 2011, 2012, 2013	Exhibitor on behalf of Qatar University in Qatar Career Fair - Doha, Qatar.
2011	Conference organizer - 20 th World Petroleum Congress Doha, Qatar.
2016	Volunteer with Qatar Voluntary on how to protect your child from internet risks - Doha, Qatar.
2017	Lead mentor – Enterprise Challenge Qatar for Schools and Universities - Doha, Qatar.

PROFESSIONAL SKILLS

- Interpersonal Skills:
 - Strong communication and interpersonal skills.
 - Ability to lead teams and work among the team members.
 - A good listener, respect and accept other's opinions.
 - Willing to learn new things.
 - Ambitious – looking for career growth opportunities.
 - Time management.
- Computer Skills:
 - Oracle system.
 - MS Word.
 - MS PowerPoint.
 - MS Excel.
 - MS Outlook.
 - MS Visio.
 - Adobe Photoshop.

HONORS & AWARDS

October, 2015

Certificate of appreciation for dedication and outstanding performance awarded by Qatar university.

LANGUAGES

- Arabic: Mother tongue.
- English: Very good spoken and written.