

Latifh Saad Saleh Alsumaih

HR & Administrative Officer | Applied Economics | Administrative & Data Support Specialist

CONTACT:

- 0505447396
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- Eastern Province - Al-Ahsa

SKILLS:

- Administrative Support: Data Entry, Document Management, Scheduling, Correspondence, Report Writing, and Presentations
- Human Resources: Records Management, HR Administration, Attendance & Leave Processing, Interdepartmental Coordination
- Technical Proficiency: Microsoft Word, Excel, PowerPoint, Outlook
- Analytical Skills: Data Analysis, Report Generation, and Task Organization
- Soft Skills: Time Management, Problem Solving, Team Collaboration, Adaptability
- Languages: Arabic (Native), English (Very Good)

LANGUAGES:

- Arabic
- English

CERTIFICATIONS & TRAINING COURSE

- STEP English Proficiency Test - Score: 71 (English Language Proficiency)
- CFBE Certified Executive Manager - King Faisal University | 15/10/2023 - 01/11/2023 | 24 hours
- HACCP Certification - King Faisal University | 21/04/2024 - 25/04/2024 | 15 hours
- Content Marketing Course - Reyada | 19/12/2024
- Commercial Project Management - Reyada | 03/12/2024
- Cost Management - Reyada | 26/11/2024
- Feasibility Study Essentials - Droob | 26/01/2025 | 2 hours
- English Language Course (Beginner) - Ma'arif | 02/11/2024 | 8 hours
- Political Economy Course - Ma'arif | 25/01/2025



PROFESSIONAL SUMMARY:

Motivated Applied Economics graduate with strong hands-on experience in administrative and HR operations. Skilled in Microsoft Office applications, data analysis, and report preparation. Experienced in managing employee records, attendance, and administrative correspondence. Possess excellent time management, problem-solving, and collaboration skills. Proficient in Arabic (native) and English (very good), fulfilling language requirements for professional administrative roles. Seeking to contribute effectively as an Administrative Clerk within a dynamic organization..



PROFESSIONAL EXPERIENCE:

Human Resources Officer

Liwan Restaurant & Kitchen | Al-Ahsa.
September 2022 - February 2025

- Managed employee records and HR-related administrative tasks.
- Prepared monthly and annual HR reports for management.
- Provided administrative and technical support to ensure smooth operations.

Water Quality Management Intern

Saudi Irrigation Organization | Al-Ahsa.
Aug 2024 - Jan 2025

- Monitored water quality and conducted data analysis
- Drafted reports and documented laboratory findings
- Collaborated with environmental and engineering teams
- Reviewed water regulations and compliance standards

Personnel Officer

Yousef Saleh Al-Sumaih Trading Group | Al-Ahsa.
May 2021 - September 2022

- Processed attendance and leave requests, maintaining accurate data.
- Updated employee records and organized HR files.
- Coordinated with departments to resolve HR-related issues.



EDUCATION:

Bachelor's Degree in Applied Economics

King Faisal University - Al-Ahsa

August 2020 - June 2025