

# Fatima Alajmi

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## SUMMARY

Motivated HR Operations Specialist with progressive experience in recruitment, payroll administration, employee relations, and labor law compliance, combined with a Law degree that strengthens contract management, regulatory interpretation, and corporate governance expertise. Highly skilled in HRIS systems, policy development, performance management, and workforce analytics, with a proven ability to optimize HR processes, reduce operational inefficiencies, and enhance organizational effectiveness. Adept at coordinating with government entities, ensuring labor law compliance, and implementing strategic HR initiatives, with a strong focus on employee development, engagement, and retention. Committed to leveraging comprehensive HR and legal knowledge to drive organizational success while aspiring to progress into leadership and business development roles that create measurable impact.

## EDUCATION

### Bachelor's degree in Sharia

2020 - 2024

Imam Muhammad ibn Saud Islamic University

## EXPERIENCES

### HR Operations Specialist | Sawater Company

July 2025 - Present

- Leading end-to-end recruitment drives across multiple departments, implementing strategic sourcing, talent acquisition, and targeted candidate engagement to attract high-caliber professionals, and reduce time-to-fill.
- Managing the entire employee lifecycle including onboarding, offboarding, promotions, and contract renewals, ensuring full compliance with Saudi labor law and internal policies while optimizing operational efficiency and record accuracy.
- Administering payroll, benefits, and deductions with precision and confidentiality using HRIS systems (Qiwa, Muqem, GOSI, Mudad), streamlining processes, reducing errors, and ensuring timely and compliant compensation delivery.
- Coordinating health insurance and employee welfare programs, managing onboarding and offboarding of coverage while liaising with providers to enhance employee satisfaction, and support organizational productivity.
- Developing HR policies and procedures aligned with labor regulations, governance standards, and best practices while training managers and HR teams to maintain consistency and regulatory compliance across all departments.
- Generating HR reports and workforce analytics to monitor key metrics such as turnover, attendance, and performance, providing actionable insights for strategic planning, and informed decision-making at senior management levels.
- Collaborating with government entities to ensure regulatory compliance, accurately preparing and submitting reports while maintaining updated knowledge of Saudi labor law to proactively mitigate organizational risks.

### Legal Intern | SAPTCO

Mar 2024 - Jun 2024

- Assisted in drafting legal memoranda, objections, and contracts, reviewing documents for accuracy, compliance, and clarity while collaborating with senior lawyers to support corporate legal strategies and mitigate organizational risks.
- Conducted comprehensive legal research on labor regulations, corporate governance, and contractual obligations, providing actionable recommendations to management while summarizing complex findings into clear, concise reports.
- Participated in internal investigations and legal assessments, analyzing evidence, identifying potential risks, and preparing documentation to support management decisions, legal processes, and compliance enforcement.
- Reviewed and analyzed contracts and agreements to ensure compliance with laws, regulations, and internal standards, highlighting potential legal risks, recommending revisions, and maintaining organized records for retrieval.
- Contributed to internal policy and procedure development, drafting documents that strengthened governance frameworks, aligned with legal requirements, and were effectively communicated across departments for compliance.
- Coordinated with legal teams and internal stakeholders to streamline documentation, reporting, and submission processes, improving operational efficiency while ensuring timely and accurate handling of legal requests.

## CORE SKILLS

- **Languages:** Arabic, English
- **Technical Skills:** HR Operations & Administration, Talent Acquisition & Recruitment, Payroll & Compensation Management, Employee Relations & Labor Law Compliance, HRIS Systems (Qiwa, Muqem, GOSI, Mudad), Contract Drafting and Management, Policy & Procedure Development, Legal Research & Document Management, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Regulatory Compliance, Performance Management, Reporting.
- **Soft Skills:** Strategic Thinking, Problem Solving, Critical Thinking, Effective Communication, Attention to Detail, Confidentiality, Organizational & Time Management, Stakeholder Engagement, Negotiation Skills, Adaptability.