

Nada Aljomaya
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Objective

I am entirely ambitious to reflect my skills and knowledge out of my education and work experience to exchange mutual values of self-development and organizational growth to meet company's goals and mission.

Education

[2008-2009] Diploma of Administrative Secretary Canadian Academic

Experience

(2009-2010): coordinator of contracts and public relation in Hammam company , KSA

Job responsibilities: Administrator

- Clearance and renewal of all residents Iqamas, clearance of all governmental transactions for company as a labour office, GOSI and passports.
- Follow up and review all contracts between employees and company.
- Develop the communication between inside and outside the company.
- Administrator of all transactions reports.
- Organize the company events.

(2010-2011) director of CEO office and supervisor of women's department in Saad Ghadran Company, KSA

Job responsibilities: Administrator

- Receive of all messages, faxes and calls and present them to manager in appropriate time
- Organizing the files and documents related to the work of administration.
- Attending meeting to present agenda and take notes and results.
- Preparing a monthly reports related to the labor and office
- Following up the manager calendar agenda.
- Arranging the general manger trips.
- Following up on the new hires to production
- Displaying the suggestion from the employees to the Managers.

(2011-2019) WeatherFord Precision Energy Services Saudi Arabia Company Ltd

(2011 – 2014) Human Resources “HR Specialist

Duties and responsibilities

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks
- Preparing government reports
- (GOSI) to provide support for the HR function
 - Processing all types of visas, including work and residence
 - Complete staff departure and departure procedures after canceling visas
- Providing support to administrative to staff
- Preparing and maintaining accurate records and documentation

(2014 – 2019) Buyer III

Duties and responsibilities

- Preparing and initiating invitation to bids to selected suppliers, negotiations, Purchase Order awards and Purchase Order close- out of equipment and services, including managing performance aspects of major projects and contracts; works closely with the Sourcing leads and network of Category Managers
- Reviewing planned orders to ensure Purchase Orders are created prior to commitment and approval process
- Transmitting approved purchase orders with appropriate supporting documents to Supplier and tracking acknowledgement by Supplier, confirming system lead time, delivery date and cost
- Tracking with designated Supplier delivery date and communicating to internal customers any shortage, backlog reporting to provide visibility of any potential interruption
- Reviewing, updating and maintaining open Purchase Orders until closed
- Reporting Supplier non- conformances and preparing return documentation to Supplier with follow up until resolved
- Leading Finance and Logistics staff in resolving reception and invoice discrepancies

- Identifying opportunities and implementing actions to continually reduce wasted time, money and resources from assigned tasks
- Working with all relevant parties in the consolidation, reduction and rationalization of the local Supplier base
- Assisting the Procurement Manager on the preparation of reporting and KPI measurements (i.e. savings reports) on monthly basis
- Achieving cost improvement targets assigned by Manager
- Efficient utilization of company systems, tools and spreadsheets

2021 HR manger in ALWYAT NAJD company ,Saudi Arabia

Job responsibilities: Administrator :

Duties and responsibilities

Develop and implement HR strategies and initiatives aligned with the overall business strategy
 Bridge management and employee relations by addressing demands, grievances or other issues
 Manage the recruitment and selection process
 Support current and future business needs through the development, engagement,

Skills

- **Interpersonal Skills:** demonstrated effectively through self-motivated capabilities, taking initiatives, abilities to work under pressure and solid communication and negotiation competences
- **Creativity:** highly creative in problem solving.
- **Team Player:** Great in working with teams.
- **Computer Skills:** competent user of Microsoft, PowerPoint (Presenting skills), and excel (Advanced Formulas especially related to HR).
- **Languages:** Native Arabic, very good in English (speaking, reading, and writing).

Courses and Certifications

- Certificate of Environmental Induction-14 Aug 2013
- Certificate of code of Business Conduct-Aug 21,2013
- Certificate of Trade of Anti-Corruption Manual Training CBT- Aug 23,2013
- Compliance Procedure Manual Online Training –Aug 23,2013
- Certificate of MENA IT Induction Program- Sept 14,2011
- Certificate of IT Helpdesk Management-MEMO cast-sept 14,2011
- Certificate of EEP Competency Assessment-Sept 14,2011
- Certificate of Weatherford Health& Safety Induction-Sept 14,2011
- Certificate of QHSSE Competency Assessment –Sept 14,2011
- Certificate of Environmental Induction –Sept 14,2011
- Certificate of Essential for Enterprise Excellence-Oct 09,2011

- Certificate of Basic Interpersonal Skills -Feb 05-Feb 06,2012
- Certificate of Efficient Time Management –Feb 08—Feb 09,2012
- Certificate of HSE e-Policy: Commitment and Intervention GEM-Rules to Live By –June 19,2012
- Certificate of HSE e-Policy: Facility Safety GEM- Rules to Live By- June 19, 2012
- Certificate of Code of Business Conduct- Aug 21, 2013
- Certificate of Business Conduct Course –Aug 22 ,2013
- Certificate of Anti-Corruption Manual Training CBT- Aug 23 ,2013
- Certificate of Trade Compliance Procedure Manual Online Training (Online) -Aug 23,2013
- Certificate of HSE e-Policy: Risk Management GEM –Rules to live By – Aug 26,2013
- Certificate of HSE e-Policy: Lifting Equipment and Operations GEM –Rules to Live By - Aug 26,2013
- Certificate of HSE e-Policy Hazardous Environments GEM-Rules By -Sept 04,2013 :
- Certificate of HSE e-Policy: Four Tenets –Rules to Live By –Sept 04,2013
- BRITISH COUNCIL: English Language Program; Elementary1 W –Nov 3,2013 and Dec 12 ,2013
- Certificate of Anti-Bribery: Doing Business Fairly (Global Version) -Dec 26,2016

References

- Upon Request