

ABDULWADOOD M. AL HUMAIDI

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Having 15+Yrs of strong experience in Al-Rajhi Bank and Al Rajhi for Administrative Services Company I participated effectively in the establishment of Al Rajhi for Administrative Services Company Which I am currently working in as a Project Manager, Business Planning Manager, contract and purchasing specialist, HR business partner, managing the contractual relationship between Al-Rajhi Bank and the company.

EXPERIENCE

JAN 2022 – PERSENT

PROJECT MANAGER, AL RAJHI SERVICES CO.

On-Demand Last Mile Delivery (LMD)

- Last Mile Delivery model that matches Supply (Couriers) and Demand (Customers) in real time.
- Managing the couriers and managers of the service.
- Leading the project end-to-end in terms of resources, and budget.

APR 2013 – PERSENT

PROUCURMENT SPECIALST, AL RAJHI SERVICES CO.

Purchase Requisition collection and verification

- Receive Purchase requests from various departments in the company.
- Check and verify the accuracy of supporting documents, compliance with company approval authority rules and other company policies, clarify deviations if any, with the requestor.

Purchase Order Issuance

- Issue purchase order
- Route Purchase Order to appropriate approval flow as per company policy on its e-tool (EMS).
- Forward purchase order upon approval to concerned user function or supplier.
- Upload / Copy Purchase order on supplier Portals/ E-Tools.

Modifications / Change Requests

- Receive change request from the various functions to close, cancel or modify purchase orders
- Check and verify accuracy of supporting documents, compliance with company approval authority rules and other company policies, clarify deviations with the requestor.
- Make changes to Purchase order in ERP and reroute for approval for changes made as per company policy.

Vendor Master Maintenance

- Receive request to create new vendors from various functions.
- Check and verify accuracy of supporting documents, compliance with company policy, clarify deviations with the requestor and obtain the right documents.
- Create Vendor in ERP.
- Updating changes to vendor master on a timely basis to ensure its accuracy.

- Request for Quotes & Offer Summary.
- Solicit quotations from suppliers in market when required.
- Prepare offer summary and share with concerned for necessary approvals.

Invoice collection and Payment resolution

- Receive invoices from vendors and share it with concerned department to arrange for payments.
- Attend payment delay complaints by discussing with concerned functions and resolving conflicts.

Functional Report Support

- Support preparation of following reports for function and any other reports as may be required for function.
- Savings report.
- Shipment and delay reports.
- Collect input from various Buyers and prepare consolidated category spend reports.

APR 2013 – APR 2020

HR BUSINESS PARTNER, AL RAJHI SERVICES CO.

- Conduct weekly or bi-weekly meetings with business leaders and provide HR advice where necessary be up-to-date on employment laws and regulations, as well as other legal requirements regarding people management, to help leaders ensure compliance.
- Provide guidance on the creation and implementation of HR processes and policies.
- Collaborating with other HR team members on implementing innovative and inclusive recruitment strategies.
- Developing or assisting in developing a future-proof compensation and benefits strategy.
- Implementing reward and recognition interventions to increase bottom-line results and employee engagement.
- Provide advice and suggestions for culture-related initiatives, such as cultural transformation.
- Implement HRM interventions on employee wellness, diversity and inclusion, or talent management.
- Working together with management and personnel to solve conflicts and help facilitate positive employee relations, maintain a good working environment, build morale, and decrease unwanted turnover.
- Manage and controlling the jobs headcount, salary increment, reports, etc...
- Efficient coordinates with all internal and external parties, communicate and follow up with the employees when needed, ensuring the delivery of any request is done by the H.o
- Follow-up with the company's departments and close all business requests to achieve the required departmental satisfaction.
- Identify Operational Losses and try to provide solutions to prevent or avoid it.
- Manage all HR system requests as a part of managing the relation with All company departments.
- Bring leads for new business and add new business.

JAN 2008 – APR 2013

PURCHASING SPECIALIST, AL RAJHI BANK

- Monitor & control the Payments.
- Issuing the PR's & PO's.
- Administration tasks & Coordination with concern departments and vendors.
- Perform administrative assistant tasks and follow up signatories.
- Review user request, register in the lockbox, and follow up with buyers.
- Complete document archiving for all documents.

NOV 2006– DEC 2007

ACCOUNTANT ASSISTANT, AL RAJHI BANK

- Review and check IT invoices and check their completeness and requirements.

JUN 2006– OCT 2006

DATA ENTRY, AL RAJHI BANK

- Review and upgrade Customer Accounts.

MAY 2005– MAY 2006

DATA ENTRY, SABB BANK

- Review and upgrade Customer Accounts.

JUL 2004– APR 2005

DATA ENTRY, RIYADH BANK

Review and upgrade Customer Accounts.

EDUCATION

DIPLOMA, IMAM MOHAMMAD IBN SAUD ISLAMIC UNIVERSITY, 2016

Computer Applications 2016

SKILLS

- Microsoft Office excellent capabilities
- Excellent communication
- Work as effective team member
- Excellent knowledge in computer
- Work under pressure
- Speed in Typing – **EN-AR**
- Expert using the Excel

COURSES

- Advanced Excel
- Lean Six Sigma – Yellow Belt – Green Belt – Black Belt
- Project Management Professional PMP
- English Language British Council.
- Compliance and anti-money laundering, terrorism financing and the principle of Know Your Customer(KYC)
- Anti-Money laundry
- Professional(Mohtaref) - modern banking trends from traditional leadership to interactive leadership
- Negotiation skills
- Supervision Development Skills
- Operation Risks
- Combating financial crimes

LANGUAGES

- English (Good)
- Arabic (Mother tongue)

REFERENCES

- References are available upon request.