

BANDAR ALHMOOD

Diploma in Executive Secretary



Email: bandr_homod@yahoo.com

Address: RIYADH

Phone: 0547275596

Date of birth: Jul 10, 1975

Nationality: SAUDI

Link: <https://www.linkedin.com/in/bandar-allmood-56a46a196>

OBJECTIVE

Proactive, customer-orientated retail professional with over 4 years of experience in reputable shops. Received 3 'Passion Awards' for delivering outstanding service and have consistently surpassed my target KPIs for mystery shoppers.

EXPERIENCE

RIYADH

Aug 2020 - Present

CEO OFFICE MANAGER

SULAIMAN ALRAJHI FOUNDATION DEVELOPEMENT FINANCE

- Representing the CEO in internal and external meetings.
- Direct contacts with CEOs, managers and senior officials outside the organization for general coordination associated with the CEO.
- Managing the daily business in the CEO's office, organizing office work, and organizing daily and periodic appointments (short and long term).
- Incoming and outgoing mail, directing transactions to relevant departments, editing and drafting letters and preparing reports.
- Coordination and follow-up with departments within the institution.
- Organizing the CEO's external appointments and related events, following up on them, and attending meetings with the CEO.
- Participate with the CEO in performing presentations in front of external and internal parties.
- Preparing the CEO's speech in a number of reports and press releases accompanying the signing of agreements.
- Delivering the institution's speech on special occasions internally.
- Archiving and archiving of office documents.

RIYADH

Dec 2020 - Present

Member of the Employment Committee - Sulaiman

Al-Rajhi Foundation for Development Finance

SULAIMAN AL-RAJHI FOUNDATION FOR DEVELOPMENT FINANCE

- Participate in determining the functional needs of the organization and the required standards and competencies.
- Participation in the screening of applicants for the announced jobs.
- Participation in job interviews for applicants.
- Vote with members of the committee to select the candidate and show the applicant's strengths and weaknesses.

RIYADH

Jan 2021 - Present

Head of Partnerships

SULAIMAN AL-RAJHI FOUNDATION FOR DEVELOPMENT FINANCE

- Preparing draft agreements and full coordination between partners and the institution.
- Coordination with the institution's lawyer to make observations regarding the agreements.

- The link and liaison officer between the institution and the partners and holding meetings and meetings with partners inside and outside the institution.
- Preparing and preparing for the signing ceremonies of agreements that take place inside and outside the institution.
- Field visits to partners to activate agreements inside and outside the city of Riyadh, and permanent follow-up with them.
- Preparing annexes of agreements with regard to implementing regulations.
- Preparing presentations and presentation in front of partners.
- Organizing and chairing workshops, delivering accompanying presentations and answering inquiries.
- Organizing meetings and meetings with relevant government agencies such as (Ministry of Human Resources and Social Development - General Authority for Endowments - Ministry of Education - Social Development Bank - Misk Foundation - a number of public and private universities inside the Kingdom ...).

RIYADH
Feb 2011 - Present

Member and Rapporteur of the Executive Council **SULAIMAN AL-RAJHI FOUNDATION FOR DEVELOPMENT FINANCE**

- Scheduling Executive Board meetings and notifying members of specific dates.
- Addressing members regarding the topics of the council's agenda. Preparing the council's agenda (previous recommendations and their follow-up - new topics).
- Preparing the minutes of the meeting and presenting it to the members for comments and final approval.
- Addressing members with final decisions and recommendations, and follow-up.
- Archiving the minutes of the Executive Council.

RIYADH
Oct 2011 - Jul 2020

Customer Services Supervisor and Acting Director of the Office of the Assistant Director General of Private Tour Services and Director of Ground Services in Riyadh **SAUDI PRIVATE AVIATION - SAUDI AIRLINES**

Because of my previous administrative experience with the administrative tasks mentioned in the previous positions, I was promoted to the position of Customer Services Supervisor and continued my administrative assignment in addition to my supervisory duties for the position of Customer Services Supervisor:

- General supervision of the distribution of manpower to the various work sites and the organization of vacations.
- General supervision of evaluating the job performance of the department's employees in coordination with the period supervisors and alternate managers.
- Finishing job promotions procedures.
- Training coordinator for Saudia's division in Riyadh and identifying training needs (administrative and operational).
- Representing the department before other departments in Saudi Airlines, the General Authority of Civil Aviation, and the governmental, military, and private sectors.
- Work on the SAP ERP system, enter attendance and leave cases, overtime forms, cash and in-kind compensation, and prepare statistics through the SAP system.

- Liaison officer with the Department of Human Resources and Information Technology regarding linking the fingerprint system and identifying the identification fingerprints for the department's employees and responding to inquiries in this regard.
- Attending meetings in different cities of the Kingdom and representing the department.

RIYADH
Oct 2002 - Oct 2011

Customer Service Agent

SAUDI PRIVATE AVIATION - SAUDI AIRLINES

I was promoted to a higher grade with a job title (Customer Services Supervisor) and for my administrative experience, I was assigned to administrative work with the tasks mentioned in the previous job in addition to the work tasks in the customer services department:

- Distribution of manpower to different work sites (Saudia Private Aviation Hall - Royal Hall - King Salman Air Base).
- Carrying out operational tasks to finalize travel procedures for the department's clients (Your Highnesses Princes - Honorable Ministers - Heads of Companies - State Guests).

RIYADH
May 2001 - Oct 2002

EXECUTICE SECERTARY

SAUDI PRIVATE AVIATION - SAUDI AIRLINES

In addition to the tasks previously mentioned in the sales activation section as secretarial tasks, the following tasks are added as they relate to the Saudia private division:

- Liaison officer with the general departments of Saudi Airlines "King Khalid International Airport - General Authority of Civil Aviation - Governmental and military sectors associated with contracts with Saudia Private Airlines".
- Follow-up of ground equipment, coordination for periodic maintenance, issuance of entry and renewal permits, and coordination of insurance issuance.

Link and communicate with the department's contractors to secure vehicles and check their financial bills, permits, insurance and traffic accidents for vehicles.

- Follow-up of the financial invoices of the contractor insuring the labor of ground services, attendance and departure, and the completion of the financial matching of exchange.
- Liaison officer to carry out training coordination tasks with the Training and Development Department of Saudi Airlines with regard to determining the training needs of the department's employees.
- Securing the uniform and preparing purchase orders, financial invoices and disbursement for the contractor.
- Securing stationery, following up on various machines, maintenance contracts, and securing purchases.
- Organizing seasonal celebrations, contracting with contractors in this regard, and preparing invitations.

RIYADH
Jul 1997 - Mar 1999

Customer Services Supervisor "Passenger Services Section at King Khalid International Airport"

SAUDI AIRLINES

- Work in the domestic and international halls (passenger procedures counter - travel gates to finalize deportation procedures - passenger relations - arrival section - airport yards).
- Issuing boarding cards and finalizing the checked baggage procedures.
- Escalation of passengers and seat on the plane.

- Rapid coordination with other departments in the airport yards to leave the aircraft on time.
- Dealing directly with customers and finalizing travel procedures in general.

RIYADH
Jul 1997 - Mar 1999

Secretary of "Senior Sales Manager Middle Region - Sales Promotion Division"

SAUDI AIRLINES

- Processing incoming and outgoing mail, editing electronic (telegraphic) correspondence and letters, and making reservations.
- Organizing meetings and preparing minutes of meetings.
- Archiving files and transactions in accordance with the ISO system.
- Follow up the department's work and referrals and re-present them to the department manager.
- Full coordination between the department and other departments within Saudi Airlines.
- Reviewing and auditing the attendance and departure of employees and preparing monthly salary reports.
- Reviewing and auditing employee leave balances monthly and annually.
- Preparing job performance evaluation forms and finalizing gradual promotions and job competitions.
- Preparing the department's annual budget and coordinating with the relevant financial department in this regard.
- Preparing petty cash records and closing the monthly covenant with the financial department.
- Follow-up with the monthly, quarterly and annual sales officials for travel agencies within the Riyadh region and prepare statistical reports for the section manager.

EDUCATION

RIYADH
Sep 1995 - Jul 1996

Diploma in Executive Secretary

Institute of Public Administration

SKILLS

- Teamwork
- Problem-Solving
- dealing with VIPs
- STRESS MANAGEMENT

LANGUAGES

ENGLISH
Intermediate

ARABIC
Native

ACHIEVEMENTS

- Contributing to attracting more than 10 partners from public and private universities within a year and a half.
- Preparing the manual for the administrative procedures of the CEO's office - Sulaiman Al-Rajhi Foundation for Development Finance.
- Assigned a duty manager - Saudi Airlines - for more than one period during the years 2016 to 2020.
- Training a group of employees on administrative and operational work procedures.
- The ideal employee candidate - Saudi Airlines - in the year 2003 AD at the

- Obtaining several letters of praise and thanks for the years of professional service in Saudi Airlines.