

Manal Mohammed Almanie
Bachelor of English language and literature

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Objective

Ability to manage the time and well-organized looking forward to challenging opportunities in my area of specialization to gain experience and use my skills as well as team skills for the success of the organization.

Education

Higher Diploma in Governance Specialist and Internal Audit Assistant Present
King Saud University.

Bachelor of English language and literature Jan 2018
Imam Mohammed Bin Saud Islamic University.

Experience

Saudi Data & AL Authority (SDAIA, Boroq) Present
Project Management Specialist

- Monthly Progresses reports for Boroq Function.
- Develop Process and Procedures of Boroq.
- Operational KPI's of Brooq and report them to CEO.
- Follow up on the progress of projects.

Saudia Institute for Training (Voluntary) 2018/ 2021
Recruitment Supervisor

- Determining daily, weekly and monthly goals, communicating them to employees, and organizing workflow by defining responsibilities and preparing shift schedules.
- Provide guidelines that help raise productivity levels.
- Arranging vacation days and holidays as well as supervising employees.
- Motivating employees and ensuring an appropriate work environment.

Courses & Certificates

- Balanced Scorecard and Key Performance Indicators.
- Creative Thinking in the Workplace.
- IT in the Workplace.

Skills

- Professional in Microsoft Office.
- Time management.
- Attention to detail and willing to learn.
- Ability to work in different environments