

MARYAM MARZOUQ ALMUTAIRI

Nationality: Saudi
Mobile number 1: 0559686183

Address: Riyadh, Saudi Arabia
Mobile number 2: 0599720077

Email: Maryamm183@hotmail.com

To join a professional and high qualified team to apply my acquired experience within a competitive work environment that enhances my ability to progress, increases my creative skills and fulfills my passion for gaining experience and new skills.

WORK EXPERIENCE

Application Support Specialist

01/08/2019 TILL NOW

Al Akaria Saudi Real Estate Company

- Full support to HR team on SAP SuccessFactors system and solving technical problems.
- Regular meeting with the directors of HR department and other departments to collect and discuss the requirements.
- Meeting with SAP Consultants for Development and Problem Solving.
- Reporting.

Human Resource Specialist

29/01/2019

Al Akaria Saudi Real Estate Company

- Worked on SAP SuccessFactors and Microsoft Dynamics AX.
- Worked on the implementation and modification of company's structure and its application on SAP system.

Administrative Officer

12/09/2017

Al Akaria Saudi Real Estate Company

- Attracting and advertising for employment on LinkedIn
- Establishment of an employment database.

Administrative Assistant

22/03/2010 – 01/08/2017

Rawabi Al Andalus National Schools

Receptionist Trainee

31/10/2009 – 27/02/2010

Al Ghsoon Educational Group

EDUCATION

- **High School Certificate - Literary Section**
- **Diploma of Computer Science - Office Technology**
- **Training Certificate at Higher Institute for Computer** (11/10/2008 – 06/12/2009)
- **Certificate of Passing Technical and Vocational Training Corporation Exam**

TRAINING COURSES

- **Social Insurance System and Its Regulations, General Organization for Social Insurance.**
- **Preparation and Qualification of Human Resources Specialist Training Program, Riyadh Chamber**
- **Reporting & Administrative Correspondence Course.**
- **Administrative Communication Skills Course.**
- **Executive Secretarial Skills and Office Management.**
- **English Language Course Level 1 & 2, Saudi British Centre.**
- **Cybersecurity Course.**
- **Administrative Assistant Skills Development Technology Integration in the Work Environment Program.**
- **Excel Skills Course.**
- **Internet of Things and Promising Opportunities Course.**
- **ITIL Basics Course.**

SKILLS

- **The ability to perform under pressure at work.**
- **The ability to use SAP SuccessFactors System and Microsoft Office.**
- **Able to build social relationships construction.**
- **Planning and organization.**
- **Lifelong learning and self-development.**

ACHIEVEMENTS

- **Many certificates of Appreciation for proficiency in work for 5 years.**
- **Training of new employees on SAP Successfactors.**
- **Attracting and advertising for employment on LinkedIn**
- **Worked on the application of company's structure on the SAP program**
- **Achieving the underlined objectives without neglecting the quality of work and the value of time.**