

## Nada Aljomaya

Saudi Female, Business administration and secretarial

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Eastern Province, Saudi Arabia

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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 Business administration and secretarial Canadian Academic

[2020] I'm currently studying Human resources management in the Chamber of Commerce in Qurayyat

### 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

- telecommunication department. Issuing SIM cards and controlling bills

- 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

## 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
- Certificate of BRITISH COUNCIL: English Language Program; Elementary 1-2-3W –Nov 3,2013 and Dec 12 ,2013
- Certificate of Anti-Bribery: Doing Business Fairly (Global Version) -Dec 26,2016
- Certificate of Photoshop- April, 2012
- Certificate of Business report writing at BIBF-May,2012
- Certificate Employee Of The Year Award -Sept, 2012
- Certificate of Microsoft Office – July-Oct, 2004

## References

- Upon Request