

# Najem Taher Al-Hamdah

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## EDUCATION

DIPLOMA IN OFFICE ADMINISTRATION  
With grade point average 3.52 out of 4.00  
Yanbu Industrial College - Jan 2004

## WORK EXPERIENCE

### OFFICE MANAGER

Royal Commission for Jubail & Yanbu  
2016 – Present

#### General Admin:

- involving meetings and preparing their reports.
- Processing manager's communications (email, telephones, mail).
- Receive daily mail and re-direct them to the concerned.
- Arranging and managing services for management .
- Preparing necessary documents and submissions to the related Offices.
- Handling documentation work including archiving, copying, printing.
- Prepare internal & external correspondence.
- Ensure implementation of administrative decisions.
- Produce & prepare reports.
- Organization of the manager's appointments .
- Enter the budget according to the general invoices of the department.
- Reception of visitors & personnel.
- Manage the daily works of manager office.
- Directing documents to the relevant authorities.
- Manage and organize office work.
- Direct contacts with managers and heads of departments.
- Organization of maintenance work in the office.
- Working with some administrative committees.
- Organize the manager's official time to fit the daily agenda.
- Writing confidential reports on the employees of the Department.
- Manage and supervise administrative staff and monitor the distribution of work and follow-up progress.
- IT coordination with different services for department .
- Coordinate the manager's transport.
- Solve problems of office staff.
- Answer the questions of the auditors connected by telephone and solve their problems.
- Receive visitors who have advance appointments and arrange their entry on the manager regularly.

#### HR Admin:

- Maintaining Oracle system including vacations, absences, attendance
- Maintaining and updating confidential employee files .
- Maintain all staff records .
- Arranging requirements for employees (laptops, ID Cards )
- Ensure implementation of administrative decisions and following up on challenges faced by employees.

### DATA ENTRY

Royal Commission for Jubail & Yanbu  
2008 – 2015

### SECRETARY

Royal Commission for Jubail & Yanbu  
2004 – 2008

## SKILLS

- experience in administrative and team management work.
- administrative and behavioral skills of workers
- Ability to organize meetings and follow up their implementation
- Team Leadership
- Time Management
- Decision Making Skills
- Communication
- Teamwork
- Reports
- Customer Service
- Data Entry
- Document Controller
- Microsoft Office
- Documentation & Archiving
- Active Lerner
- Dealing with visitors with the highest level of behavior.
- Restraint even in the most difficult circumstances
- Human emotions

## TRAINING COURSES

- **Diploma in Human Resource Management**

Oct 2019 – International Foundation for Professional Studies

- **Diploma in Business Management**

Nov 2019 – International Foundation for Professional Studies

- **NLP to develop the performance of secretarial and modern office management**

Aug 2019 - Awasser Training & Consulting

- **Human Resource Management**

Aug 2017 - Saudi Electronic University

- **Leadership & Supervisory Skills**

Aug 2017 - Saudi Electronic University

- **ICDL CERTIFICATE**

Jun 2011 - ICDL Saudi

- **EXECUTIVE SECRETARY AND OFFICE MANAGEMENT**

Jun 2009 - Royal Commission for Jubail Training & Development Center

- **TIME MANAGEMENT**

Aug 2009 - Royal Commission for Jubail Training & Development Center