

## Contact

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## Top Skills

Microsoft Office

Teamwork

Communication skills

## Certifications

PMP® Certification Training Course

# Rana Al-Humaid

Administrative Officer at Milliman  
Riyadh

## Summary

Experienced Administrative Officer with a demonstrated history of working in the management consulting industry. Skilled in Team Motivation, Microsoft Office, Communication, English, and Time Management. Strong administrative professional with a Diploma focused in Administrative Sciences, Business Administration from Princess Nourah Bint Abdulrahman University.

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## Experience

Milliman

Administrative Officer

May 2020 - Present (9 months)

Saudi Arabia

- Ensure that residency permits and work permits are issued, including issuance / renewal / termination, and issues related to social security in a timely manner and in accordance with work regulations in the Kingdom of Saudi Arabia.
- Issuing letters from the Chamber of Commerce.
- Resident services
- Ensure that all government dues, bills and other bills are paid in accordance with the company policy on time. Maintaining records and • preparing statistical reports related to employee data.
- Prepare work certificate, medical / health / housing loan contributions account opening certificates, insurances, etc.
- Prepares and submits the HR report to the Human Resources --Manager
- Provide support in various human resources functions.
- Assist of the Managing Director.
- Social development, Support & Manage All company accounts.
- Closely working ability with other teams, finance department, and support section.
- Assist head of requirement manager in sourcing, interview and selecting candidates.
- Search candidates approved manpower requirements.

- Creating and distributing documents.

## Saudi Tumpane

### Administrative Assistant

January 2019 - March 2020 (1 year 3 months)

Riyadh, Riyadh, Saudi Arabia

I Worked as Administrative Assistance in the Estimation Department, Besides that I used to work with the procurement Department, then within 7 Months I get promoted to be working in the Administration/HR Department reporting to the General Manager/HR Director .

- Ministry of HRSD E-Services.
- Issuing letters from the Chamber of Commerce.
- Resident services
- Ensure that all government dues, bills and other bills are paid in accordance with the company policy on time. Maintaining records and • preparing statistical reports related to employee data.
- Prepare work certificate, medical / health / housing loan contributions account opening certificates, insurances, etc.
- Social development, Support & Manage company account.
- Closely working ability with other teams, finance department, and Procurement section.
- Assist head of requirement manager in sourcing, interview and selecting candidates.
- Search candidates approved manpower requirements.
- Assist head of HR/General Manager.

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## Education

Princess Nourah Bint Abdulrahman University

Diploma, Administrative Sciences, Business Administration · (2015 - 2018)