



Rana Al-Humaid, PMP

Riyadh, Saudi Arabia

 ranalhumaid@gmail.com

 0556601810

 [linkedin.com/in/rana-al-humaid](https://www.linkedin.com/in/rana-al-humaid)

Summary

3 years of Experience in Administration and HR 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.

Experience



Administrative Assistant To The Vice President

Saudi Center for International Strategic Partnerships (SCISP)

Sep 2021 - Present (4 months +)

Assisting the VP with regard to meeting all the requirements.

Preparing reports (weekly/monthly/annually).

Following up with all assigned tasks to ensure meeting the deadlines.

Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications.

Maintaining comprehensive and accurate records.

Organizing meetings, including scheduling, sending reminders.

Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department.

Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters.



Administrative Officer

Milliman

Apr 2020 - Aug 2021 (1 year 5 months)

Administration and HR:

- Assisting the Managing Director.
- Monitoring and following up all projects
- Ministry of HRSD E-Services.
- 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 reports

- Provide support in various human resources functions.
- Social development, Support & Manage All company accounts.
- Closely working ability with other teams, finance department, and support section.
- Assisting in sourcing, interviewing, and selecting candidates.

Administrative Assistant

Saudi Tumpane

Jan 2019 - Mar 2020 (1 year 3 months)

- 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 HR manager in sourcing, interviewing, and selecting candidates.
- Search candidates approved manpower requirements.
- Assist head of HR/General Manager.

Intern

Applied Computer Services Company (HASIB)

Jan 2018 - Apr 2018 (4 months)

Trained in the Administration and Human Resource Department

Education



Princess Nourah Bint Abdulrahman University

Diploma, Administrative Sciences, Business Administration

2015 - 2018

Licenses & Certifications



Project Management Professional (PMP) - Project Management Institute

Issued Dec 2021 - Expires Dec 2024

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Skills

Microsoft Office • Teamwork • Communication skills • Microsoft PowerPoint • Team Motivation • Time Management • English • Microsoft Outlook • Skilled Multi-tasker • Management