

ABDULLAH MOHAMMAD ALHOUDAR

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○ PROFESSIONAL SUMMARY

- Years of Experience 14+.
- Areas of Expertise, Business Development & Proposals Coordinator, HR Coordinator and Administration Office Support.

○ EDUCATION

Diploma (Executive Secretarial) Institute of Public Administration 1999

○ COURSES

- King Abdulaziz University| **Leadership Essentials.**
- Human Resource Development Institute |**Organization Conversation English Skills.**
- Saudi Aramco | **SAP Basic for Healthcare.**
- Saudi Aramco | **SAMSO Fire Safety.**
- American Safety & Health Institute |**First Aid.**
- Safety & Health Environment Acton Center |**Firefighting Training.**
- Institute of Public Administration |**Function Behavior.**
- Institute of Public Administration |**Techniques Office.**
- Institute of Public Administration |**Secretarial Procedures.**

○ SKILLS

- Speed Typing
- Knowledge of Scheduling and Coordinating Travel Arrangement.
- Human Resource Coordinating.
- Word Processing Software
- Email Management.
- Initiative.
- Attention to Detail
- Confidential Information Management
- Process of Packaging and Sending Legal Documents.
- Active Listening
- Problem Sensitivity
- Time Management.

○ WORK HISTORY

#	Company Name	Job Title	From	To
1	Al Ahlih For Maintenance Company	Sr. Administrative Assistant	01/2000	09/2003
2	Al Jehat Company	HR Administrative Assistant	01/2004	09/2004
3	Resource Science Arabia Ltd.	HR Coordinator	09/2004	01/2006
4	Saudi Aramco	Administrative Assistant /Scheduler	02/2006	08/2010
5	Nestle Saudi Arabia	HR & General Services Coordinator	04/2012	07/2015
6	Wood Group Engineering Company	Business Development & Proposals Coordinator	08/2015	07/2019
7	Aramex (Part Time)	Shipment Coordinator	08/2019	04/2020
8	Hadi Hammam Marine Services	Purchases Representative	07/2020	Present