

# 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

- **Business Development and Proposal Coordinator** | Wood Group 08/2015 – 07/2019
- **HR & General Services Coordinator** | Nestle Saudi Arabia 04/2015 – 07/2015
- **Administrative Assistant / Scheduler** | Saudi Aramco 02/2006 – 08/2010
- **HR Administrative Assistant** | Resource Science Arabia Ltd. 09/2004 – 01/2006
- **HR Administrative Assistant** | AL Jehat Company 01/2004 – 09/2004
- **Sr. Administrative Assistant** | Al Ahlih For Maintenance Company 01/2000 – 09/2003