

Eman Aljaafar

Project Coordinator

DOB: 14 June 1994 | Marital Status: Married | Qatif 📍 | eman.aljaafar1@gmail.com | +966 541420282

Excels at performing any administrative duties such as executing data entry and word processing, offers great communication and leadership skills, highly professional attitude with colleagues and customers, multitasking and organization skills, writing professional and well-written letters and e-mails.

EXPERIENCE

Zeeco Middle East Ltd.

Project Coordinator, Oct 2020 – Presence

- Working in the **Engineering department** with all members of the project team.
- Ensuring the documents are properly created and signed and all data is accurate.
- Ensuring the documents are stored and backed up.
- Distribute project-related copies to internal teams and update them to the system.
- Issuing transmittals to clients.
- Uploading all project-related documents to the client's website.
- Tracking the projects flow between the company and the clients.
- Tracking the Engineers timesheets and projects' status.

Secretary, Oct 2018 – Oct 2020

- Preparing Material Request and Purchase Orders.
 - Managing the Hotel/Flights reservations for the Employees and the Company's Guests.
 - Preparing Internal and Global Announcements using **Word** and **PowerPoint** such as; Invitations, Rules/Policies, Condolences, Holidays, New Hire, Vacations/ Leave, etc.
 - Events Coordinating; Outdoor/ indoor.
 - Writing professional and well-written letters and e-mails.
 - **HR tasks;** Handling and tracking Employees' leaves, using the attendance remote to follow daily and monthly attendance, adding new punch using the attendance remote and the punch-in machine.
 - **Recruiting;** Advertising job availability through LinkedIn to attract qualified candidates.
 - Communicating by phone, email, and in person with job candidates.
 - Screen candidates resumes and job applications.
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2016 – Presence

Gift Coordinator, Self-employment

I always had passion about gifts and flower, in **2016** I have started my own business using Instagram to coordinate and deliver all kinds of gifts and flowers.

Dec 2015 – Sep 2018

General Secretary, Al-Azman Steel Galvanization

- Receiving, transforming telephone calls and greeting customers.
- Working on various computer packages - Word, Excel, Outlook, PowerPoint.
- Preparing weekly reports for the Company's income/ outcome.
- Preparing and printing invoices for clients.

EDUCATION

Associate Degree

2012 – 2015 Institution of Public Administration (Riyadh-Saudi Arabia):

English Course (Reading, Writing, Speaking and Listening) **Period:** two semesters **Levels:** 1 – 6

Major: Executive Secretary **GPA** 4.8 out of 5

General Secondary Education

2009 – 2012 13th Secondary School (Dammam-Saudi Arabia):

Literary Section **Grade** 91.89 out of 100

CERTIFICATES

Ministry of Labor (Riyadh-Saudi Arabia)

Obtained a Certificate of Achievement and Appreciation

LANGUAGES

Arabic: Native **English:** Fluent

HOBBIES

HORSERIDING – READING – DRAWING – WRITING – POETRY – PHOTOGRAPHY – SKATING