

LULUA AL-ABOUDI

PROFESSIONAL SUMMARY

Ready to help team achieve company goals. Experienced in volunteers program developer and talent acquisition with over 3 years of experience in Aramco. Excellent reputation for resolving problems and planing events.

WORK HISTORY

Program Developer , 07/2019 to Current

King Abdulaziz center for world culture(Ithra) - Khobar, Eastern Province

- Improving customer satisfaction and achieved measurable results.
- Encouraged development of clear objectives and action plans.
- Working in The development and relations of volunteer work in the center with other departments and units
- Planing and coordinated all details for programs, events, local activities in and out Abdulaziz center for world culture(Ithra)
- Evaluate the roles of volunteers in achieving strategic goals and KPI's
- Promoting volunteer work in the center, motivate and lead potential and current volunteers
- Management and continuity of personal development achieves the goals of the unit and the center
- Develop constructive working relationships in the center.
- Information management of volunteer work activities
- Preparing reports for the relevant authorities on volunteer activities

Administration Officer, 05/2019 to 06/2019

Arabian Palm Al Khober, NSH Tower - Khobar, Eastern Province

- Maintained project schedules by managing deadlines and adjusting workflows to suit.
- Planing a cordoning company yearly calendar
- Drafted informative reports regarding upcoming projects and required resources.
- Contributed to team goal-achievement by collaborating with staff to develop customer service improvement initiatives.
- Administered Customer Relationship Management CRM and company databases, handling troubleshooting, maintenance, updates and reports generation.
- Facilitated and processed incoming calls and emails, distributing relevant information to necessary departments.

CONTACT

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SKILLS

- Volunteer management
 - Special events planning
 - Project restructuring
 - Policies and procedures implementation
 - Teamwork and Collaboration
 - Critical Thinking
 - KPI reporting
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- Organised meetings and events guaranteeing professional results.
- Produced and distributed monthly reports using Excel knowledge.

HR Manager, 12/2018 to 04/2019

The HM Designs - Khobar, Eastern Province

- Planned, organised and managed recruitment and selection processes, consistently meeting budget targets and recruitment goals.
- Created professional templates for offer letters and employment contracts.
- Managed performance appraisal systems and policies.
- Recruited, hired and trained new employees to optimise profitability.
- Educated line managers on policy and process changes for implementation.
- Reduced staff turnover through improved performance development programs.

Human Resource Specialist, 01/2017 to 12/2018

INGRESS Al Khobar

Talent Acquisition specialist with a time to have Avg of 20 days to

- Ensure all vacancies are filled
 - Achieve staffing objectives
 - Ensure all recruitment policies And procedures.
 - Attract applicants by placing job advertisements
 - contacting recruiters by using newsgroups and job sites
 - Coordinate with HR team
 - Government Affairs department
 - housing department.
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EDUCATION

Certificate of Higher Education, Legal aspects of human resource management , 02/2022

Technical and Vocational training corporation - Saudi Arabia

- Completed professional development in Legal aspects of human resource management

NVQ Level 1, Saudi Red Crescent Authority First Aid, 09/2021

Saudi Red Crescent Authority - Saudi Arabia

The fundamentals of event management, 04/2020

Doroob - Saudi Arabia

NVQ Level 1, CBP customer services , 02/2019

Technical and Vocational training corporation - Saudi Arabia

Bachelor of Business Administration, Business Administration, 01/2018

ADDITIONAL INFORMATION

- Best Practices in
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CERTIFICATIONS

- Certified First Aid ,Saudi Red Crescent Authority - 18\09\2021 to 18\09\2023

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PROJECTS & PROGRAM'S

- Volunteer with the experts program:

Volunteer with Experts program provides an opportunity to the volunteers to convert knowledge into skill and experience from Ithra employees for 3 months. The volunteer will get a chance to be closely acquainted with the administrative daily tasks and to explore the range of professions available at the center. The program is designed to help frame the volunteering practical experience to contribute to the decision-making process towards shaping the career path of the volunteer.

- APNE/VCGNE Screening Tests And CDPNE Screening Tests projects: Collaboration for the Third Year in a row with Industrial Training Center - Saudi Aramco with Volunteer Services and Crowd Management team supporting in ITC tests and exam in 7 different locations, by managing the full ITC exam operation with Aramco based standards.

- The International Petroleum Technology Conference (IPTC) projects: Participation as a Volunteer coordinator at the International Petroleum Technology Conference (IPTC)
13-15 January 2020 At Dhahran, Kingdom of Saudi Arabia
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LANGUAGES

Arabic: Native language

English:

B2

Upper intermediate
