



KAWTHER ALMOMEN

CONTACT

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COVER LETTER

Through my self-motivation, diversity education with flexibility working and my communication skills that I used throughout 12 years of work experience, it has made me very competitive and challenged in the work environment.

MY SKILLS

Microsoft Office proficiency

Social media knowledge

Cross-functional communication

Key relationship development

Arranging & preparing the meeting's needed

Marketing

WORK EXPERIENCE



PLANNER SCHEDULER

SARACO COMPANY - DHAHRAN, ARAMCO PROJECT

- Preparing contracts report for the Man power and SAUDIZATION program by Excel spreadsheets.
- Led operation involved the number of the Expenses and revenues for the contract through Payment posting, Payroll processing, Inventory purchasing, analysis, Accounts receivable and payable.
- Preparing and documenting the company's operations database and maintaining by archiving tracking records
- Business writing for a replacement package
- Arrange and prepare a presentations meeting's
- Schedule an appointment for administration Head Office staffing
- Key relationship and Inter-office communications development

PLANNER SCHEDULER

JAL INTERNATIONAL COMPANY - DHAHRAN, ARAMCO PROJECT

- Requisition processing throws SAP system MMT Tickets
- Communicate with costumers for solving their problems and Confidentiality understanding
- Scheduled the maintenance appointment as per the requester
- Make plan for maintenance team for their visits.
- Cross-functional communication skills used for a Vendor relations
- Multi-line data tracking systems

ADMINISTRATION SECRETARY

AL-HUSSAINI COMPANY - DHAHRAN, ARAMCO PROJECT

- Organizing department files data and recording information in a timely manner for documents
- Receiving an emergency calls with announcing the response manger
- Scheduling department staff meetings by company email.
- Preparing, printing official letters and Received respond to faxes.
- Follow up on administrative tasks related to personnel affairs

MY EDUCATION



BACHELOR DEGREE OF GEOGRAPHY
KING FAISAL UNIVERSITY

MY CERTIFICATE



LEGAL ASPECTS OF HUMAN RESOURCES MANAGEMENT
FROM ALSHARQIA CHAMBER

investigation of irregularities in the unions, approved by the general organization for Technical Education and Vocational Training # (18149996)

SAUDI LABOR COURSE

FROM ALSHARQIA CHAMBER

IELTS

FROM UNITED STATES (CONCORDIA UNIVERSITY)

TRAINING ENGLISH LANGUAGE

FROM UNITED STATES (CONCORDIA UNIVERSITY)

PROGRAM OF CAREER

FROM KING FASIL UNIVERSITY

NURSING AND HEALTH

FROM SAUDI COLLEGE OF NURSING & ALLIED HEALTH SCIENCES