

Amira Musa'ad Alghamdi

01.oct.1991

Dammam

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Education:

- Bachelor's degree from King Faisal University Business Administration.
- studying law at Imam Muhammad bin Saud University.

Courses:

- Certifications from several educational institutes with excellent grade for Computer programs.
Certifications from Albassam institutes with excellent grade for English language.
- Course in VAT.
- Course in Anti-money laundering.

Work experience:

★ **EASTERN TRADING AND CONTRACTING COMPANY**

Administrative assistant experience as following:

- Organizing visits of foreign workers and processing their papers and letters before arrival and arrange for transport to the hospital to ensure their health.
- Editing letters and administrative decisions of the Human Resources Department.
- Registration of new staff in the Human Resources Fund (HADAF) to support staff.
- Registration of foreign employees (Chinese) in GOSI.

★ **TAMWEEL ALOULA " (ALKIFAH)**

Executive secretary experience as following:

- Schedule meetings and arrange conference rooms.
- Alert manager about cancelations or new meetings.
- Handle information requests.
- Greet and receive visitor.
- Repare confidential and sensitive documents.
- Prepare agenda for meetings.
- Coordinate travel arrangements.
- Sign for UPS/Fed Ex/Airborne packages.

★ **ALQARYAN STEEL**

Procurement Officer as following;

- Create and maintain good relationships with vendors/suppliers.
- Maintain records of purchases, pricing, and other important data.
- Review and analyze all vendors/suppliers, supply, and price options.
- Develop plans for purchasing materials, services, and supplies.
- Negotiate the best deal for pricing and supply contracts.
- Ensure that the products and supplies are high quality.
- Maintain and update list of suppliers and their qualifications, delivery times, and potential future development.
- Work with team members and Procurement Manager to complete duties as needed.