



# MANAL LUBBAD

✉ [bannooth@hotmail.com](mailto:bannooth@hotmail.com) [manallubbad@gmail.com](mailto:manallubbad@gmail.com) ☎ +966561689888

📍 Al Qatif, Eastern Province, KSA 🇸🇦 Saudi Arabia

🌐 <https://www.linkedin.com/in/manal-lubbad-3b1b0668/>

## Summary

I seek to develop the work environment and always motivate myself to give more and produce and help others, and I want to learn and master many skills.

## Work experience

### Administration

Aug 2018 – Jan 2021

Nexus People Management

Al Rakah - Saudi Arabia

- ☑ HR & Admin letters & Contracts. GOSI, Medical Insurance, Company purchases & Monthly Reports.
- ☑ Helping Account Dept. (Payroll & Pay Slips) & Government Department (Muqem, Labor (WPS) & Invitations letters). IKTVA program.

### HR & Admin Officer

Sep 2013 - Aug 2018

Essar Projects Saudi Co.

Al Khobar - Saudi Arabia

- ☑ To maintain Staff & Workers record and to make sure all staff/workers' files are updated as per monthly payroll list
- ☑ To prepare MIS Report, Medical Insurance, GOSI & helping Government Department (GRO) I know all the online work
- ☑ To involve and assist all kinds of HR & Administration activities, if require.
- ☑ Process leave applications for all Employees, check leave balance and proceeding on leave, prepare full and final for exit employees.
- ☑ To provide Secretarial assistance.
- ☑ Handling invoices and helping finance Department.

### Secretary

Aug 2014 - Jun 2015

Desert Rock Co.

Dammam - Saudi Arabia

- ☑ Possessed extensive experience in all phases of office work.
- ☑ Handling extremely confidential matters and information.
- ☑ Handling invoices and helping finance Department.

### HR Admiration + Secretary + Receptionist + Team leader

Jul 2003 - Aug 2013

Al Mouwasat Medical service

Dammam - Saudi Arabia

- ☑ Employees data updating files documentation.
- ☑ Check-in and checkout of Employees records.
- ☑ do all typing required by HR Department.

- Facilitate problem solving and collaboration.
- Coordinate with internal and external customers as necessary.
- Help keep the team focused and on track.

## Education

Bachelor Degree of Arts, Filed of Arabic Language  
Jul 1997 - Dec 2002

King Saud University

## Languages

Arabic



English



## Areas of Expertise

HR

Administration

Secretary

Team leader

Coordinator

## Courses

Jul 2018

Human Resources Management in English  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

Apr 2011

CPR (Cardiopulmonary Resuscitation) HEART SAVER'S/CPR PROVIDER  
Mouwasat Hospital

Mar 2011

Environment of Care and Risk Management in Healthcare  
Mouwasat Hospital

Dec 2007

Heart Savers/First Aid Provider  
Mouwasat Hospital

Jun 2006

ELS 102 A Course  
ELS Language Center

May 2005

Economic feasibility study  
Mouwasat Hospital

Jun 2004

Performance Improvement + Customer Satisfaction + Handling Complaints + Confidentiality + Occurrence Variance Reporting  
Mouwasat Hospital

Aug 2003

Safety Presentation + Fire Safety + HAZMAT + Disaster Preparedness  
Mouwasat Hospital

## Computer Skills

Ms Office – Ms Excel – Ms Word

