

NIDA ALDAWOOD

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Birth date: 18 July 1989

Nationality: Saudi
Eastern Province

Total work experiences:
10 years

PROFILE

Dedicated Pricing Administrator highly efficient with bachelor's degree in Administrative Sciences, and experiences in administration and HR also I have multiple courses in supply chain, quality management.

EDUCATION

Bachelor's degree / Administrative Science at King Abdulaziz University — Saudi Arabia Jeddah- 2015

EXPERIENCE

Pricing ADMINISTRATOR, ENOC KSA (Emirates National Oil Company) Khobar 2015-2021

Working on Microsoft Dynamics AX system

- Manage and maintain accurate item level price book for all retail locations
- Manage and maintain Vendors' Key Account Agreement, ensuring accuracy and adherence as stipulated in it
- Manages price book related issues such as cost price integrity, product pricing consistency, effective problem solving to non-scanning
- Supervise in the price book system development, ensuring that it is up to date for the current as well as future business requirements
- Analyzed and corrected cause of errors in the invoice prices that ended recurring issues.

HR and Admin Coordinator at, Porschat'e Group 2014 - 2015

- Managed employees' contracts and referencing carrying out thorough, relevant checks to enable swift processes.
- Enabled HR metrics tracking by accurately recording employee data in HR system.
- Coordinated activities of human resources team, distributing resources and personnel effectively across organization to meet HR needs.
- Implemented and developed ongoing programmed initiatives through communication and collaboration.
- Processing payroll audits, employment verification, sick & vacation accruals.
- Handling data entry activities for the transactions related to personnel.

Personnel Officer, NAPCO Group, Saudi Arabia Dammam 2nd industrial City 2013-2014

- Data entries and Shift daily follow up.
- Distribution daily attendance report anomalies to plant supervisors for check-up and

- Work on the HR system & Payroll system.
- Prepares the monthly report for residency renewal along with the preparation of the legal formalities for the renewals.
- Hardening the Archive Room.
- Coordinate personal interviews
- Prepares formalities for visas requests.
- G.O.S.I follows up and report
- Prepares necessary documents for employee termination / transfer
- Worked closely with HR Department, aiding HR improvements and strategy for continued development of best practices.
- Provided internal and external stakeholders with professional, compliment HR support for smooth-running employees processes.

Executive Assistant at ASHARQ AL BAEID, Saudi Arabia – Dammam 2011 - 2013

- Created and maintained computer and paper-based filing and organization system for records reports and documents.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Contributed to smooth business operation by planning and organizing meetings and conferences, including conference calls.

COURSES

Project Management: Quality and Human resource management, Problem Solving in the workplace, leadership Essentials, Cyber Security,

Operation Management program, Supply Chain Management program, Professional Development, HSE program.

SKILLS

- Pricing Strategy
- Customer Service
- Inventory Management
- Six Sigma foundation
- Microsoft Excel, Dynamics AX
- Quality Management
- Pricing Analysis
- Purchasing
- Sales Operation
- Microsoft office