**SAJEDA SAEED LUTFULLAH**

Tel: (013) 8551726

Mobile: 0564436671

Email: sajeda-sl@hotmail.com

P.O.Box 9995, Dhahran 31311

-----------------------------------------------------------------------------------------------------------------

**PERSONAL PARTICULARS:**

Date of Birth: March 1984

Nationality: Saudi

Gender: Female

Permanent Residence: Saudi Arabia; Eastern Province

**OBJECTIVE:**

To obtain a challenging position that would utilize my abilities, educational background and experience in the field of management and finance.

**EDUCATION:**

Bachelor degree in Public Management from College of Management and Economics in King Abdul-Aziz University (Sept 2008)

**EXPERIENCE:**

* **December 2012- June 2020**

Human Resources Manager at "Safety and Security " (Khobar, Eastern Province, KSA)

Has been involved in:

* + Managing, preparing and reviewing monthly salaries and related activities as a payroll accountant
  + Administration of human resources; Pay and benefits statements, staff control and surveillance;
  + Preparing Employees Contracts and End of Services Dues Clearance;
  + Issuing the medical insurance for employees;
  + Following up the Iqamas for foreign employees and booking flight for them;
  + Following up Exit and re- Entry Visas;
  + Arranging the Vacation request of the employees and calculate their dues;
  + Calculating employees overtime and reporting them the Account Dept;
  + Preparing experience & Definition certificates;
  + Preparing all the notifications and Memos of employees such as appointing, promotions, end services and compensations.
  + **payroll coordinator**
  + Issuing the company policies such as new strategies and rules.
* **December 2010- May 2011**

Secretary at “Napco Company”

Has been involved in:

* + Managing Personnel files
  + Archiving All documents
  + Handling Personnel's Medical insurance
* **March 2009- May 2010**

Administrative Assistant at "Saudi Pack Company for Manufacturing Foam Plates" (Dammam, Eastern Province, KSA)

Has been involved in:

* + administration of human resources; staff performance evaluation, staff control and surveillance
  + work to restructure and organize teams and their associated tasks
  + financial auditing
  + Producing summarized and detailed profit/loss reports on daily and weekly basis.
  + bank settlements as well as bills control and validation
  + Customer services tasks such as issuing accounts statements and invoices and following up with customer billings.
  + Work with data entry, excel spreadsheets' features and many other financial software.

**WORKSHOPS:**

* Intensive English courses
* Computer Basics courses

**CAPABILITIES:**

* Multilingual (Arabic and English).
* Microsoft Office user

**REFERENCES:**

References are furnished upon request.