

Nebras Al-Atiyah
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OBJECTIVE

business administration graduate.organized, highly motivated & ambitious. Seeking to secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

EXPERIENCE:

September -2021 to October 2021:

ACCEL International - Ajyal Center

I am working with ACCEL International - Ajyal Center.

- **Admin Assistant/Secretary**
 - Organize and schedule meetings and appointments.
 - Produce and distribute correspondence memos, letters, faxes and forms
 - Develop and maintain a filing system.
 - Prepare and monitor invoices.
 - Handle sensitive information in a confidential manner.
 - Take accurate minutes of meetings.
 - Oversee and supervise the work of junior staff.

October -2020 to August 2021:

Corporate Maintenance Services (CMS) – Aramco – through (NEXUS)

I am working with Corporate Maintenance Services.

- **Strategic Maintenance Analyst**
 - Schedule Voice of Customer (VOC) meeting with CMS customers.
 - Develop a document (2020 Maintenance highlights booklet) that shows the success stories of the Operating/ Services Organization by communicating with 53 departments managers and representatives.
 - Evaluate, redesign and Issuing quarterly digital issues of Seyanah Newsletter.
 - Launch the monthly “Maintenance Quiz”
 - Evaluate and recommend ways to enhance the current engagement and score of the corporate maintenance quiz.

August -2019 to October 2020:

Aviation Department (AD) – Aramco – through (NEXUS)

I am working with Aviation Department.

- **Passenger Service Agents**
 - Issue Tickets, Assist with Check-In, Process Luggage, Facilitate Boarding, Provide Information.
 - calculating the payload (weight of passengers, luggage, cargo and fuel).
 - operating equipment such as air bridges and driving airside vehicles for transporting crew.
 - with the captain, authorising dispatch of the aircraft and completing all reports and logs according to company regulations
 - checking that all passengers and luggage or cargo is loaded and deciding, along with the pilot, when to close the departure gate

July -2017 to June 2018:

Jawatha RealEstate Investment

I am working with Jawatha Real Estate Investment.

- **Compound supervisor**
 - ensure the safety and security of facility, staff, customers, and equipment.
 - manage compound staff “ security, lifeguard, gym trainer, clean workers”.
 - front desk operations such as guest check-in and check-out, Villas inventory, and calls.
 - interact with guests and receive complaints and resolve problems.
 - provide daily reports of activities.

October -2015 to December 2015:

Alanwar higher women’s institute

I am working with Alanwar higher women’s institute.

- **Social Media Marketing intern**
 - Assist with the design and execution of social media campaigns
 - Manages the company’s social media accounts and posts content.
 - Engages with customers or clients and provides service and/or sales.
 - Help with the planning and hosting of marketing events.
 - Research and evaluate competitor marketing and digital content.

EDUCATION:

- **Bachelor degree in Marketing** in 2015 from – King Faisal University
- **Diploma in Human Resources** in 2015 from – Al-Ahasa chamber
- **Customer Serves Training** in 2020 from – Nexus Academy
- **DGR (Dangerous Good-CAT-06)** in 2020 from – Nexus Academy
- **IELTS** – IDP Education and IELTS Testing.

SKILLS:

Great personality and work very well with team.
 Good English skills in reading and writing
 Fully dedicated to all assigned duty
 Familiar with FOS, SAP and reporting system
 MULTI-TASKS and Time management.
 Proficiency in Microsoft Office.
 Familiar with Adobe Photoshop, InDesign, Illustrator.

Reference:

- Available upon request