

Nebras Alatiyyah

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Summary

Disciplined, organized, highly motivated, previously working as a Business Analyst at Aramco, with three years background and 2+ in oil & gas experience. Seeks to employ managerial and analytical skills & expand my learning, knowledge. — Bachelor's degree in Marketing.

EXPERIENCE:

September 2021 to October 2021: ACCEL International - Ajyal Center

I am working with ACCEL International - Ajyal Center.

- **Admin Assistant/Secretary**
 - Organize, schedule, and manage calendars, appointments, and meetings.
 - Handle highly confidential letters, memos, forms, invoices, and administrative duties.
 - Composition, editing, and review of confidential correspondence.
 - Professionally Develop and Organize filing system.
 - Office manager and other secretarial duties as required.
 - Professionally manage to take minutes of meetings, notes.
 - Manages the company's social media accounts and posts content.

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) meetings with customers, including minute taking and composing agendas.
 - 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. and Produce and distribute letters.
 - Launch the monthly "Maintenance Quiz" for the maintenance community over the corporate.
 - Evaluate and recommend ways to enhance the current engagement and score of the community of practice- maintenance & asset management (CoP - M&AM), by gathering and data analyzing.
 - Evaluate, redesign, and Issue quarterly digital issues of the Seyanah Newsletter.
 - Collection of statistical information, identifying gaps of measurements and Key Performance Indicators (KPI).
 - Compilation of information, reports, and presentations, research and special studies, and data analyses as required.
 - Comprehensive understanding of Aramco branding and handling graphic design projects and high-level, presentations using PowerPoint and other design applications.
 - Ability to define clear priorities in a multi-transaction environment.

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.
 - Contributes coordinates calculating the payload (weight of passengers, luggage, cargo, and fuel).
 - Coordinating operating equipment such as air bridges and driving airside vehicles for transporting crew.

- Authorizing dispatch of the aircraft and completing all reports and logs according to company regulations
- Check that all the passengers, luggage, cargo are loaded and decide when to close the departure gate.
- Knowledge to effectively liaise with clients and work under pressure.

July 2017 to June 2018:

Jawatha Real Estate Investment

I am working with Jawatha Real Estate Investment.

- **Compound supervisor**
 - Orchestrate duties to ensure the safety and security of facility, staff, customers, and equipment.
 - Manage and mentor compound staff “ security, lifeguard, gym trainer, cleaning workers”.
 - supervised front desk operations such as guest check-in and check-out, Villas inventory, and calls.
 - Builds strong relationships with the customers by interacting with guests and receiving complaints and resolving problems.
 - provide the higher management with daily reports of facility challenges and activities.
 - Prepare management to report to commercial and business management

October 2015 to December 2015:

Alanwar higher women’s institute

I am working with Alanwar higher women’s institute.

- **Social Media Marketing intern**
 - Creative assist with the planning, design, hosting, and execution of marketing and social media campaigns and events.
 - Manages the company’s social media accounts and posts content.
 - Research and evaluate competitor marketing and digital content.
 - Researching audiences, advice on how to best reach the target market.
 - Understand both traditional and digital marketing elements and research methods.
 - Develop branding ideas and promotional materials.

EDUCATION:

- **Bachelor’s 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:

- Excellent communication skills and ability to comfortably and effectively work independently and/ or with teams.
- Strong interpersonal, presentation, and leadership skills.
- Highly adaptable, meeting quick deadlines, and under pressure.
- Excellent English and Arabic skills in oral, 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 applications(such as Word™, Excel™, and PowerPoint™).
- Digital artist and graphic design experience, familiar with Adobe applications (such as Photoshop, InDesign, Illustrator).

Reference:

- Available upon request