Eman Ahmad AlKhuzaam 0538526078

Qatif, Qudos St, Rabyah Dist

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| Professional Profile | |
| I have an English Diploma and several training certifications on computer related skills | |
| * Presentation Skills * Housekeeping certified * Secretary workshop * Microsoft Office certified * MyWarehouse certified * Harassment prevention training | * Data Entry certified * Fire watch training * English level 6 completed * English conversation course 1&2 * English Intensive Course EL098 and EL099 * Chemical Hazards training |
| Professional Experience | |
| **Al-Majal Company**  **2005-2006**  Admin Clerk  Responsibilities:   * Secretarial responsibilities * Organizing timesheets, appointments, and requests through SAP system * Report Preparation. | |
| **Al-Mutawa Company**  **2006-2008**  Admin Clerk  Responsibilities:   * Organize files and folder in the filing room * Clerk at the plant services center * Secretarial responsibilities * Organizing timesheets, appointments, and requests through SAP system | |
| **Al-Majal Company**  **2009-2010**  Admin Clerk  Responsibilities:   * Clerk at the plant services center * Secretarial responsibilities * Organizing timesheets, appointments, and requests through SAP system   **Al-Falak Company**  **2010-2013**  Admin Assistant  Responsibilities:   * Provide organizational assistant * Managing inventory of assets and supplies * Coordinating between departments and operating units * Scheduling and coordinating meetings, interviews, and events * Preparing and delivering safety presentations to several units   **Nabors Arabia Company**  **2013 -2016**  Admin Assistant  Responsibilities:   * Filing of invoices, orders and asset sheets * Keep track of warehouse materials * Managing warehouse data through My Warehouse application * Following up with vendors for needed documents * Follow up PO and follow up with vendors. * Secretarial responsibilities | |
| Education | |
| ,  English Diploma  **HR Diploma** Certifications  * Presentation skills, Toastmaster international member * Housekeeping certified * Secretary workshop * Computer Application certified * Microsoft Office training * English level 5 completed * Data entry course completed * Intro to financial accounting course completed * SAP experience * English Intensive course EL098 and EL099 completed * Chemical hazards training * Business management course. * Financial Accounting course. * Communication Methods in the work place * Teamwork skills * Introduction to Human Resources Functions * Project Management Introduction | |
| Current I am currently studying in the Learning Academy with a specialization in Human Resources Management and I have COOP on June 19th References | |
| Please see recommendation letters. | |