

Manal Sulaiman Shahball

HR & Admin Support, Projects & teams Coordination, Office Management.

+10 Years of Experience

Personal Info

Residence: Dammam
Nationality: Yemen
DOB: 1st of May 84.
Marital status: single

Personal Traits:

Your typical workaholic;
dedicated, ambitious & reliable.

Objective:

To be a key team player working towards continuous development & realization of the company's aspirations.

Languages:

Arabic; mother tongue.
English: fluent

Skills:

- Knowledge of Microsoft applications.
- Excellent written & verbal communication skills.
- Great analytical skills
- Efficient projects coordination skills
- Capable team leader

Professional Experience:

➤ HR Specialist

Saeed Ghodran Group, DMM, SA.
Apr 2019 – Apr 2021

- Maintain Employee data base.
- Handle the Recruitment process.
- Produce and submit reports on general HR activity.
- Assist with internal and external HR related inquiries or requests.

➤ Freelancer (Top Rated)

Upwork.com
Aug 2015- Apr-2021

- *Online/ virtual Support for a variety of clients in different posts.*

Glance at some of my online roles:

➤ Media Analyst

Trend kite, Boston, USA
Dec 2018- Jul 2020

- Project: Saudi Ministry of Culture Dec 2018- Aug 2019
Client: Consulum
Generating daily report using a PR Software based on a predefined content scope for the Saudi Ministry of Culture & HH Prince Badr's other portfolios/entities, prepared & sent daily to HH Media consultant office.
- Project: Dubai Expo 2020 Aug 2019- Jul 2020
Client: Cision Gorkana
Weekly analysis of media coverage of Dubai expo 2020.

➤ Admin Support

Poodle Technology, Jeddah, SA.
Oct 2018 – May 2019

- Admin support, coordination, translation & research as needed.

➤ Operations Assistant

Transcendence, Outline & Brandwill, Riyadh, SA.
Oct 2018 – Jan 2019

- Handling all processes through governmental portals.
- Handle vendor registration processes.
- Recruitment & onboarding.

Hobbies:

Reading
Travelling
Continuously exploring

Letters of recommendations:

- Recommendation letter of Shualat Al Thuria's Chairman of Board.
- Recommendation letter of Shualat Al Thuria's female division head.
- Recommendation letter of ACEC's Deputy Managing Director.
- Recommendation letter of ACEC's Deputy HR Manager.

All letters are available upon request.

- **Admin Assistant**
Saudi Azim, Riyadh, SA.
Sep 2018 – Mar 2019
 - Supporting the project manager of The Ministry of Justice contract.
 - Coordinating with recruitment agencies in Egypt & Jordan to fill open positions.
 - Conduct screening exams for proposed candidates.
 - Forward selected candidates to MOJ & arrange interviews.
 - Arrange air tickets booking for newcomers & monthly round trip bookings for all MOJ employees working on the Ministry's (Vision Realization) Project.

- **Cultural Content Auditor**
Oban Digital, London, UK.
Reviewing the Arabic version for several websites to ensure the propriety of its content & approach for Arabic Culture.

For the complete list of my projects along with clients rating & feedback, please visit my professional Profile at:

<https://www.upwork.com/o/profiles/users/~0131a25117c8c8e0d6/>

➤ HR Assistant Supervisor

Arabian Consulting Engineering Center, DMM, SA.
Apr 2012 - Aug 2015

- Handle recruitment needs.
- Health Insurance processing for employees.
- Coordinate Aramco training courses for engineers.
- Maintain related database.
- Oversee the performance of other clerical staff.

➤ Executive Assistant

Shualat Al Thuria group. DMM, SA.
Mar 2010 - Nov 2011

- Support Management & provide general administrative support.
- Act as the point of contact for all branches.
- Liaise with clients and business guests.
- Manage projects (event management sector) and follow-up with team members where required.

Education:

2005 – 2009: BA in English language, Hadhramaut University, Mukalla, Yemen.

Courses & Certifications

Date	Course/ Certificate	Duration	Type
Feb2021:	Digital Marketing at Al Waten Training Center	6 hours	Course
Feb2021:	Certified Total Quality Management Consultant at Al Waten Training Center	9 hours	Course
Feb2021:	Fundamentals of Financial Accounting at Al Waten Training Center	9 hours	Course
Feb2021:	DISC Training and learning skills at Al Waten Training Center	10 hours	Course
Mar2021:	Supervisory skills and team leadership course at Al Waten Training Center	9 hours	Course
Mar2021:	Modern methods of training and education at Al Waten Training Center	15 hour	Course
Mar2021:	Train the Trainers (TOT) at Al Waten Training Center	25 hours	Course
Oct 2020:	Management of legal offices at Azad Training Center	6 hours	Course
Sep 2020:	Project Management Professional (PMP) at Integrated Planning for Management Consulting.	36 Hours	Course
Oct 2012:	Human Resource Management at SAC Training	5 days	Course
Jan 2015:	IELTS (Academic version) at British Council; passed with an overall Band Score of 7.5.	-	Certification
Jan 2015:	Post graduate aptitude test at Dammam University; passed with an overall score of 74	-	Certification
May-Jun 2013:	Professional in Human Resources (PHR) at Morgan International.	One month	Course
Oct 2020:	Management of legal offices at Azad Training Center	6 hours	Course
Sep 2020:	Project Management Professional (PMP) at Integrated Planning for Management Consulting.	36 Hours	Course
Oct 2012:	Human Resource Management at SAC Training	5 days	Course

Thanks & regards

Manal