

Haifa Aljabri

Timekeeper

CONTACT INFORMATION

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OBJECTIVE

look forward to working in a leading organisation that allows me to use my skills, increase my experience, and improve my practical capabilities by sharing it with a professional team and opening new horizons for knowledge and development in order to add real value to the company.

EXPERIENCE

Khobar

Timekeeper (Logistics deparment)

Bin Quraya Holding Company

- Working on the SAP system entering equipment data, making an order for it, and working on a business partner in the SAP system.
- Work on the Admin system for all employee data.
- Work on the master list for all employee inside the company and employee in external projects.
- preparing a - memo for all employees coming from vacation and for employee hired for clients .
- preparing Aramco cards for the company employees.
- preparing vacation and exit fill for all employee.
- Work on the list of equipment rented for month and call out equipment.
- Check the attendance on a daily basis monitor or verifies ,and update the daily attendance.
- Prepares monthly attendance and overtime for payroll processing.
- Prepares daily /monthly reports for absences, duty resumption, employees on leave ,and separated employees .
- Prepares transfer from for employees from one site to anther.
- Maintains records of timekeeping documents.
- Preparing a time sheet for all employees in all departments of the company, including managers and heads of departments.

Dammam

Administrative Assistant

Rifaa Bin Swaia Al Jabri Company and Partners for Logistics Services

- Follow-up procedures for file data and organizing and arranging files sequentially. Track employee salary data (including basic salary, vacations, advance advances, salary deduction, and increase (and they are arranged monthly.
- Audit invoices for transactions with other companies (Sabic ,Aramco,Maaden)
- Entering invoices in the excel program.
- Entering bills of freight onships in the program (Resort32) .
- Preparing daily reports for the wheels: - Checking their morning balance.
- Sorting out the old and new wheel types, determining their amounts, and counting the number of damaged ones.
- Follow up on the movement of tires between the other branches of the company. - Reviewing and auditing taxes and entering them into the excel program.
- Following up on expenses and revenues.
- Monitor trucks and determine their locations, operating hours, and speed in the GPS program.

EDUCATION

Dammam

Bachelor's (Business Administration)

Imam Abdulrahman bin Faisal Univel'Sity

LANGUAGES

English

SKILLS

SAP Program
Resort 32 program
Teamwork
Fast learner

Admin program
Microsoftoffice(Word, PowerPoint,Excel)
Time management
Flexibility and adaptability