

Reham Al Aumary

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Email: rehamaumary@gmail.com

LinkedIn: <https://www.linkedin.com/in/rehamalaumary/>



Location: Khobar, KSA & Manama, Bahrain
DOB: 29/06/1991
Nationality: Canadian & Syrian
Residency Status: Holder of Saudi Arabian & Bahraini Residency

Summary & Objective:

A highly motivated & enthusiastic Corporate & Commercial Business Manager with a solid background in developing commercial teams, solving commercial issues and contractual problems, ensuring regulations are respected, Business Development, and monitoring daily business operations.

Equipped with leadership skills, industry knowledge, networking abilities, research passion, strong communication and interpersonal skills, and deadline orientation.

My objective is to obtain a challenging leadership position applying creative problem solving, corporate law, and fine management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

Experience

- **Business Manager (Commercial Department)**

iPS for Human Resources (JV between Power Summit Co. & iPS Powerful People),

<https://www.ipspowerfulpeople.com/>

Khobar KSA, Manama BAH.

(Oil & Gas & Marine Sector)

Jan 2019 – present

- Responsible for setting up the JV and establishing the company legally in KSA.
- Responsible for all aspects of Corporate, Commercial & Operations departments including the day to day Business activities.
- Responsible for preparing & reviewing Business Proposals for KSA & BAH.
- Planning and overseeing new marketing initiatives.
- Researching organizations and individuals to find new opportunities.
- Contacting potential clients to establish rapport and arrange meetings.
- Increasing the value of current customers while attracting new ones.
- Finding and developing new markets and improving sales.
- Attending conferences, meetings, and industry events.
- Developing goals for the development team and business growth and ensuring they are met.
- Responsible for preparing weekly, monthly, and annual reports for senior management and directors.
- Responsible for drafting all company's documentations, terms and conditions, employment contracts, commercial agreements, and print in accordance with the Dutch and KSA laws.

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- Representing, monitoring, and enforcing the interests of the company concerning its public obligations and contractual relationships in coordination with and towards all internal and external stakeholders.
- Evaluate business opportunities and risk assessments related to them.
- Working closely with local banks and organization regarding company's finances.
- Coordinate external vendors as well as internal resources.
- Ensuring the department complies with company policies & local laws and regulations.
- Mapping, planning, and following up new business opportunities.
- Providing management with business & market feedback.
- Monitoring all governmental sources to ensure company compliance.
- Responsible for all vendor registrations, group master agreements, and commercial bidding enrollments.
- Responsible for supervising and preparing annual audit, zakat, ISO 9001, QHSE, and IKTVA audits.
- Supervising & Managing all Business development plans and market research.
- Coordinating with executives, department heads, etc. to align goals, make improvements, and strategies.

- **Commercial & Business Manager**

Power Summit Co., <http://powersummitco.com/>

Khobar KSA & Manama BAH.

(Oil & Gas Sector)

Jan 2019 – Present (Part time)

May 2018 – Jan 2019 (Full time)

- Responsible for ensuring that the company is compliant with all laws and regulations applicable for its legal status, governance, registrations, and licenses concerning its business.
- Protecting the company's interests with any third party, on a legal and contractual relationship.
- Developing business growth strategies and plans.
- Managing and retaining relationships with existing clients.
- Increasing client base.
- Identifying and mapping business strengths and customer needs.
- Researching business opportunities and viable income streams.
- Following industry trends locally and internationally.
- Preparing & reviewing all proposals, agreements, & contractual relationships.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.
- Working with financial department with annual audit preparation.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Ensuring operations adhere to policies and regulations.

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- Training Operations, BD, & Sales personnel and helping team members develop their skills.
- Keeping abreast with all organizational changes and business developments.
- Performing background and reference checks.

- **Administrative & Legal Executive**

OCB Oilfield Services (part of Kuiper International Group) <http://kuiper-group.com/>

Khobar, KSA.

(Oil & Gas Sector)

Sep 2016 – May 2018

- Reconstructed entire company from start to finish.
(Changing company type, Nationality, shareholders, name, GM, employment contracts, agreements...etc, managing PRO's to open new company files in all KSA Ministries and Commissions, adding new company activities, registering company as vendor in the four major oil companies).
- Responsible for all Legal matters of the company. (contracts, agreements, policies, HR organization charts).
- Responsible for IKTVA audit preparation and management.
- Preparing agreements leases, legal forms, and other official documents on the company's behalf.
- Preparing employees KPI's and annual goals.
- Responsible for Visa procedures and logistics for all crew.
- Responsible for managing the Operations Department in preparing monthly headcount report and rigs updates.
- Working with Operations, Finance, and HR departments to ensure company policies and goals are aligned.
- Advising Operations, Finance, & HR departments about any changes in regulations, laws, and policies in the region.
- Responsible for preparing monthly QHSE report in conjunction with the Group's main report.
- Responsible for all vendor registrations and commercial bidding enrollments.

- **Public Relations & Corporate Manager**

Al Jubairi Law Firm, <http://www.aljubairi.com/>

Khobar Saudi Arabia.

(Commercial Law Sector)

May 2016 – Sep 2016

- Handling and managing the Corporate Department in the firm.
- Meeting with clients to determine their needs and designing custom solutions for them.
- Preparing and filing government reports.
- Conducting research on relevant laws, regulations, and legal articles.
- Writing case summaries & reports to help lawyers prepare for trials.
- Drafting correspondences and legal documents, such as contracts and agreements.
- Reviewing new business relationships with vendors and subcontractors.

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- Organizing and conducting the agendas for client companies' organizational restructuring.
- Developing marketing communications plans including strategy, goals, budget, and tactics.
- Developing media relations strategies, seeking high-level placements in print, broadcast, and online media.
- Evaluating opportunities for partnerships, sponsorships, and advertising on an on-going basis.
- Maintaining a keen understanding of industry trends affecting clients and making appropriate recommendations regarding communication strategy surrounding them.
- Directing and preparing meetings with clients and future clients.
- Handling the firm's future associations with international firms, seminars, and events.

- **Paralegal – Commercial Department**

Al Jubairi Law Firm, <http://www.aljubairi.com/>

Khobar Saudi Arabia

(Commercial Law Sector)

May 2015 – May 2016

- Managing the Commercial Department day to day activities.
- Reviewing, Drafting, & Proofreading all Court & legal documents.
- Preparing Court & Client meetings schedules.
- Preparing all legal letters concerning ongoing cases & trials.
- Managing and translating legal documents.
- Legal research.
- Improving management and employee relations.
- Preparing and publishing newsletters and other company literature.
- Designing and managing the official website & Social Media accounts of Al Jubairi Law Firm.
- Handling and coordinating all matters related to clients (companies) and their communications with the firm's Consultation department.
- Communicating, Liaising, and coordinating with clients.
- Liaising with the firm's international partners and clients to insure workflow.

- **Immigration Legal Assistant**

Embassy of Canada, Damascus, Syria

Nov 2014 – Feb 2015

- Manage front desk administrative duties, including scheduling clients for immigration legal service appointments and assisting clients with case status updates.
- Receive and sort department mail.
- Update case files and database.
- Create case files and filing.
- Communicate embassy appointment notice information to clients.
- Manage volunteers on an as needed basis.
- Assist with remote outreach.

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- Assist with preparation and filling of global business visas and work permits.
- Organize and maintain case files and databases.

Education

- **Bachelor's Degree in Computer Science**
International University for Science and Technology, Department of Information Technology / Computer Science
-Major in Business Administration & Computer Science.
-Minor in Ancient Mythologies
March 2015
- **Certificate, ISO 9001:2015 Internal Auditor (Quality Management Systems)**
Bureau Veritas, Khobar KSA
October 2017
- **Diploma, Strategic Management and Leadership**
Spinnaker College OTHM, London UK
March 2017
- **Certificate, Saudi Arabian 2016 Commercial & Labor Law**
Ministry of Commerce & Investment, Khobar KSA
April 2016
- **Certificate, Human Resources Management/Personnel Administration, General**
Learning Institute of Mississauga, Ontario Canada
February 2015
- **Certificate, Public Relations/Image Management**
Learning Institute of Mississauga, Ontario Canada
April 2015

Languages

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English: Excellent (First Language, mother tongue)

Arabic: Very Good (Second Language, Syrian background)

French: Satisfactory

Computer Skills

Microsoft Office: Excellent

Microsoft Dynamics: Excellent

Web Design: Excellent

Adobe Photoshop: Excellent

Computer Programming: Good

ERP Software: Excellent

Personal Skills:

- Able to work under pressure and meet tight deadlines
- Self-motivated and able to priorities your workload
- Strong English & Arabic communication skills, both written and oral
- Able to work autonomously and have a flexible approach to work
- Previous administrative, Management, & legal experience

Interests

Learning new Languages, Reading, Yoga, and traveling.

~All references will be made available upon request.