

# CV

## PERSONAL INFORMATION

<b>NAME</b>	NORAH SAAD AL-JUMAIAH
<b>DATE OF BIRTH</b>	09/09/1404
<b>PLACE OF BIRTH</b>	AL HASSA
<b>ID NO.</b>	1002326716
<b>DATE OF ISSUE</b>	13/03/1427
<b>PLACE OF ISSUE</b>	AL HASSA
<b>MARITAL STATUS</b>	MARRIED

## CONTACT INFORMATION

<b>E-MAIL ADDRESS</b>	Nora.saad1989@gmail.com
<b>MOBILE</b>	0556299099
<b>ADDRESS</b>	Khobar
<b>P.O. BOX</b>	9100 P. CODE# 171136442

## EXPERIENCE

I'VE AN EXCELLENT EXPERIENCE IN RUNNING OFFICE BOTH UNIT & DIVISION LEVEL. PERFORM ROUTINE CLERICAL AND ADMINISTRATIVE FUNCTION SUCH AS DRAFTING CORRESPONDENCE, SCHEDULING APPOINTMENTS, ORGANIZING AND MAINTAINING PAPER AND ELECTRONIC FILES, OR PROVIDING INFORMATION TO CALLERS.

I'VE HANDLED THE FOLLOWING JOB IN DIFFERENT COMPANY FROM 2004 TO 2018

<b>COMPANIES</b>	<b>JOB TITLE</b>
AL HOKAIL DISPENSARY (2004-2006)	SECRETARY
REZAYAT CO. LTD (2007-2012)	ADMIN CLERCK, LIBRARIAN (ARAMCO CONTRACT)
AL HUSSAINI CO. & HADI HAMMAM (2012-2018)	DIVISION SECRETARY (ARAMCO CONTRACT)

## **SKILLS**

<b>ENGLISH</b>	EXCELLENT IN WRITING, READING & SPEAKING
<b>TYPING</b>	100% TYPING IN ENGLISH (35 WPM)
<b>COMPUTER</b>	GOOD IN USING COMPUTER
<b>MICROSOFT APPS</b>	GOOD IN USING WORD, EXCEL & OUTLOOK

## **QUALIFICATIONS**

1	SECONDARY SCHOOL SCIENCE MAJOR GOA (81.84%)
2	ENGLISH LANGUAGE DIPLOMA (TOW YEARS) VERY GOOD (84.2%)
3	FAMILIAR WITH SAP SYSTEM SUCH AS B2B , E-LEAVE & VISITOR MANAGEMENT SYSTEM
4	COMPLETED SEVERAL E-LEARNING COURSES SUCH AS: <ul style="list-style-type: none"> <li>- TIME KEEPERCOURSE</li> <li>- OT/DOT/ADL TIMESHEET FOR EMPLOYEE</li> <li>- OT/DOT/ADL TIMESHEET FOR TIMEKEEPER</li> <li>- MS POWERPOINT</li> <li>- MS EXCEL</li> <li>- MS WORD</li> </ul>

# SOUTH GHAWAR MAINTENANCE SERVICES DIVISION

Room-211, Building 598, Udhailiyah

September 9, 2018

## Letter of Recommendation

### TO WHOM IT MAY CONCERN

We write this letter of recommendation for Norah Saad Al-Jumaiah #899730, who worked as a secretary for South Ghawar Maintenance Services division head for seven years. Norah joined the division in November 2011 till May 2018. During her tenure, she proved herself a dedicated and energetic individual who was ready to take new challenges.

Her duties were mainly administrative; she provided support for the whole division consisting of seven units. She has a very dependable and competent secretary during her service. Norah is highly skilled in her tasks related to arranging meetings and conferences. She has been a very valuable member in South Ghawar Maintenance Services Division.

We wish her best of luck in all her future endeavors. Any further information regarding Norah's work can be obtained from the phone number and email address mentioned below.

Piyush Pandey, SGMSD Staff Engineer ([PIYUSH.PANDEY@ARAMCO.COM](mailto:PIYUSH.PANDEY@ARAMCO.COM) / 0553307768).

**Khalid S. Al-Baroot**, Superintendent  
South Ghawar Maintenance Services Division

