

# Zahra Alrebh MSc. BA (Hons)

## Legal and Contract Management

### Career Profile

Experienced in Commercial Contracts/ Subcontract Management and Business Administration. Experienced in Management of multi-million SR in the Oil & Gas industry. Strong Knowledge of EPC contracts best practices and principles. Experienced in financial model, risk assessment and risk allocation strategies. Having extensive experiences in stakeholders' management, negotiation and conflict resolution. Strong knowledge and has hands-on experience team management with excellent analytical and solve problem skills. Advanced computer skills and proficiency on Microsoft office applications and SAP. Strong knowledge of statistics related to contract administration.

### Core Competencies and Specialties

- Contract Compliance and Auditing
- Scope and Specification Writing
- Contract Development
- Commercial Management

### Work History

2013-10 -  
2017-12

#### Contract Advisor

*Saudi Aramco, Abqaiq, Eastern Region*

- Demonstrated ability to lead the contractual teams and provide administrative support to achieve goals.
- Maintained all contract arrangement and activities.
- Implemented Safety procedures and liaise with loss prevention management team.
- Provides advice, guidance and strategy to contract leadership members.
- Acted as a main representor for contract communication issues with team members across the organization to keep managers up to dates.

### Contact

#### Address

Dammam, Eastern Region

#### Phone

056 210 5003

#### E-mail

z.alrebh@gmail.com

### Skills

Project Management



Leadership and Influencing Skills



Time Management



Organizing Skills



Communication Skills



Business Acumen



- Analyzed quotation data and worked closely with internal department to review quotation that achieved greatest value to the department and the customers.
- Monitored purchased orders in contracts (Pos) and developed effective work relationship with vendor representatives.
- Provided innovative strategies and developed new business by cultivating relationships of trust and confidence with clients.
- Managed contractor mobilization and demobilization programs.
- Negotiated master agreements in accordance with the organization's policy and business requirements.
- Conducted source events by using effective collateral and sourcing and built strategy for staffing and operation needs.
- Performed comprehensive analytical reviews, evaluations and reported daily statistic of contract information.
- Supervised staff of contracts and subcontract professionals
- Assisted on managing bid proposals to obtain the best value at fair and reasonable prices.
- Managed more than eight contract such as Al Barghash, Al Mutawa, Al Battal, Al Saddon, Al Yamama, Arabian Food Supply, Al Falak and Safari

2018-01 -  
2018-10

### **Budget Analyst**

*Saudi Aramco, Abqaiq, Eastern Region*

- Reviewed the model of calculation errors and returned \$1 Million to the department cost center.
- Reviewed monthly operations to assess compliance with budgets and determine necessary adjustments for future plans.
- Generated annual budget forecasting information for executive and corporate reports.
- Identified and monitored budget expenses for accuracy and signs of fraud.

- Monitored and reported budgetary discrepancies to corporate senior management to maximize reporting efficiency and finalized spending plans.
- Recommended financial solutions to corporate management based on detailed financial analysis.
- Worked with human resources to assess labor patterns and training requirement.

2008-09 -  
2008-11

### **Student Intern**

*La Trobe University, Melbourne, Vic, Australia*

- Helped with administrative support, including managing incoming calls, coordinating files and sorting mail.
- Communicated effectively with management and instructors and openly accepted critiques and suggestions for areas of improvement.
- Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.

## **Education**

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2010-08 -  
2011-11

**M.D.: Commercial Law**

*La Trobe University – Melbourne - Australia*

1998-07 -  
2002-06

**Bachelor of Arts**

*Girls College of Dammam - Saudi Arabia*

## **Certifications**

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2017-04

Managing performance – Based Services Awards  
From (The George Washington University)

## **Recommendation**

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2011-11

Recommended for a PHD research in the School of Law, La Trobe University (Australia) on the topic "Recovery of Mental anguish damages in the GCC

countries”

**2008-10** Recommended as to meetings of the Rotary Club of Greensborough Inc. – Australia (source: The bulletin of Rotary Club of Greensborough Inc.

## Professional Membership

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**2017** Saudi Aramco Contract Society  
**2016** International Association for Contract and Commercial Management (IACCM)

## Professional Training

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**2016** Project Management Professional (PMP)  
**2014** Saudi Aramco E- Learning course in Phishing (SAP), 2014  
**2014** Saudi Aramco E- Learning course in Contract ID and Sticker Final Clearance  
**2014** Saudi Aramco E- Learning course in Quality Monitoring of Contractors POs  
**2014** Saudi Aramco E- Learning course in Contractor Performance Evaluation  
**2014** Saudi Aramco E- Learning course in Social Media  
**2014** Saudi Aramco E- Learning course in Information Security Essentials  
**2010** SAP Enterprise Resource Planning TERP 10 Integration of Business Process  
**2008** Professional Communication Skills with Industry Internship – La Trobe University, Australia  
**2008** English for Business - La Trobe University, Australia  
**2008** Intensive Course in English Language - La Trobe University, Australia  
**2004** Microsoft Office (Advance Word, Excel and PowerPoint)  
**2003** Neuro Linguistic Program  
**2002** The British Council English Program

## Interests

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Interior Designs, Landscaping, Traveling and Reading.