

KHADIJA MUHAMMAD

Nationality: Yamani

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ABOUT ME:

Highly ambitious, excellent communication Skills, Kind with Good dealing with other's needs, Passionate about industry change by positive and happy work environment basis. More than 10 years of experience working in **Management**, and **Supervision**.

OBJECTIVES:

To have a job that would enable me to use my talent and skills in **Management**, **Costumer service**, as well as contribute to organization's goals which would provide me with excellent opportunities for career advancement and personal growth.

EXPERIENCE

8 OCT 2019 – TILL NOW

PROJECTS COORDINATOR, ALHUSSAN ENGINEERING COUNSULTANT COMPANY.

- * Overseeing general office operation.
- * Working on bids preparing the financial and technical proposals based on requirements.
- * Follow up project process technically and financially.
- * Manage relationships with vendors, service providers, follow the project information, duration and save it in the company database.
- * Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, and retrieval.
- * Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our customers.
- * Coordinating appointments and meetings and managing staff calendars and schedules.
- * Supervising, mentoring, training, and coaching our new staff and delegating assignments to ensure maximum productivity.
- * Producing reports, composing letters, presentations and reports.
- * Provide general support to visitors.
- * implementing and maintaining procedures/office administrative systems.
- * attending meetings with senior management
- * Assisting some HR function by Post vacancies, filtering CVS's, Do the initial phone interview, arrange for the second interview.

FEB 2015 – OCT 2018

OFFICE MANAGER, RECRUITER, AND STUDENTS' SUPERVISOR (TRAINING UNIT), FUTURESOFIT COMPANY AS SUBCONTRACT WITH SADARA, AND WIPRO.

- * Work on foundations that support the work of the Organization effectively and properly, and put development plans to help facilitate the tasks for all.
- * Training unit Supervisor, responsible to help the undergraduate students deal with the real work life and be familiar with work atmosphere.
- * Internal Auditor check and follow the work on ISO 9001:2008 standards base.
- * Maintains personnel files in compliance with applicable legal requirements.
- * Keeps employee records up-to-date by processing employee status changes in timely fashion.
- * Maintains listing of approved foundation positions along with assigned salary grade levels.
- * Processes personnel action forms and ensures proper approvals; disseminates approved forms.
- * Maintains budget spreadsheet that includes salaries, and fringe allowances.
- * Prepares paperwork required to place employees on payroll and establishes personnel file.
- * Assists in hiring process by coordinating job posting on the website, reviewing resumes, and performing telephone interviews and reference checks.
- * Maintains the employee handbook with updated resolutions and other pertinent information, as needed.

OCT 2009- AUG 2011

**EXECUTIVE ASSISTANT, STUDENTS ADVISOR AND SUMMER COMPUTER TRAINER,
UNIVERSITY OF DAMMAM, DAMMAM**

- * Work on foundations that support the work of the Organization effectively and properly, and put development plans to help facilitate the tasks for all.
- * Work on courses description, study tables, and exams schedules.
- * Preparation of special forms the rules and regulations, notifications for preparatory year students and teachers.
- * Support students in their daily issues.
- * Answer parents and visitors' questions.
- * Manage final exams as a whole, contribute to the establishment of an investigator committee of examinations and supervision of the work flow during the tests, help the teachers to prepare the grads reports then enter the info on the database.
- * Ensure that the computer labs for students are prepared (programs – maintenance ... etc.)
- * Coordination dates of short exams and alternative, compensational lectures for teachers. Computer teacher in the summer.
- * Member of public relations Department in the University by help them to make invitations and preparing sound systems that they need it for their parties and receptions.

JULY 2006 – SEPTEMBER 2009

ADMINISTRATIVE ASSISTANT, UNIVERSITY OF DAMMAM, DAMMAM

- * Managed the office work in its female department.
- * Distribution of tasks to employees, and follow-up implementation.
- * responsible for follow-up attendance and leaves.
- * Train on web ct and banner systems for students.
- * Provide assistance to resolve problems arising from the mistakes of users of systems.

- * Provide technical assistance to computer system users. answer questions and resolve Computer problems for clients in person, via telephone and from remote location.
- * provide assistance concerning the use of computer software, including printing, installation and word processing.
- * Participated in organizing, technological committees in several forums and conferences held by UOD.
- * Member of the committee of public relations and information at university.
- * Working as editor & developer for UOD website for female section.

OCT 2005 TO MAY 2006

TEACHER, STUDENTS COUNSELOR, AJYAL ALMAWAHEB SCHOOL – AL- DHAHRAN

- * Teaching Kindergarten and primary classes
- * Observing students' educational developments and growth.

EDUCATION

2006 TO 2007

MASTER'S DEGREE IN MANAGEMENT - ASHERTON UNIVERSITY

UNITED STATES – SAN DIEGO (DISTANCE STUDY)

2001 TO 2005

BACHELOR OF PSYCHOLOGY, UNIVERSITY OF SCIENCE AND TECHNOLOGY.

REPUBLIC OF YEMEN - SANA'A

1998 TO 2000

**HIGH SCHOOL DIPLOMA – NATURAL SCIENCE MAJOR, 8TH HIGH SCHOOL
DAMMAM , EASTERN PROVINCE .**

CONFERENCES AND SEMINARS

- ❖ OFFICIAL HUMAN DEVELOPMENT TRAINER FROM (GBHD)
50 HOURS, GOLF BOARD FOR HUMAN DEVELOPMENT – BAHRAIN
- ❖ MEMBER OF GOLF BOARD FOR HUMAN DEVELOPMENT.
- ❖ OFFICE MANAGMENT
15 HOURS, SAUDI INSTITUTE THE TOP FOR THE PRACTICE AND THE EDUCATION
– DAMMAM.

- ❖ MAINTENANCE OF COMPUTERS
3 HOURS, KING FAISAL UNIVERSITY (ITC) – DAMMAM.
- ❖ ICDL – INTERNATIONAL COMPUTER DRIVING LICENSE, AL-JEHAT INSTITUTE – DAMMAM.
- ❖ HUMAN DEVELOPMENT COURSES,
20 HOURS, NEW HORIZONS – KHOBAR.
 - * REPORTING.
 - * ANALYZE PROBLEMS AND MAKE DECISIONS.
 - * DEALING WITH OTHERS.
 - * SELF-MANAGEMENT (CREATIVITY).
 - * PLANNING SKILLS AND TIME MANAGEMENT.

SKILLS

- * MOTIVATED.
- * INTEGRITY AND EMPATHY.
- * FLEXIBLE & DEPENDABLE.
- * CREATIVITY & ORGANIZING SKILLS.
- * EXCELLENT COMPUTER SKILLS.
- * CRITICAL THINKING.
- * WILLINGNESS TO LEARN.
- * INTERPERSONAL SKILLS.
- * TEAMWORK.

October 10, 2010

To Whom It May Concern:

I am writing to give you my most enthusiastic recommendation for Ms. Khadija Ba-Alwi

I had the pleasure of being Ms. Khadija Ba-Alwi supervisor in the preparatory year at the University of Dammam in the Information Technology Unit.

I have known Ms. Khadija for one year as she was my assistant and I feel she is an excellent candidate for your respectful organization.

Demonstrating great initiatives and strong dedication, Ms. Khadija managed the whole Information Technology unit with (105) students as my office was physically located in a separate building carrying my other duties as chairman of health information management and technology (HIMT) . Khadija only referred to me if she needed guidance and support. She carried multiple responsibilities and I can share some of them in this recommendation.

She solved day to day issues for students and instructors with confidence and consistency. For example, she organized meetings and arranged for teleconferencing, worked on the agenda and took minutes of meetings. Rearranged teaching schedules and worked out make up lectures when instructors missed classes and made sure no conflict occur with the subjects. She followed up with text book distribution to all students, prepared attendance sheet and distributed them to staff and instructors on regulator bases. Moreover, she answered questions for visitors , parents and other students regarding the Information Technology unit curriculum among other questions. Also, Ms. Khadija Provided technical support for urgent classrooms computers and set up the computer labs with required software such as SPSS and Front page.

Khadija manages to “get things done” with her highly organizational skills. She has a sharp eye for details and was always dependable, competent, and work independently. She was truly interested in making our work successful.

MINISTRY OF HIGHER EDUCATION | وزارة التعليم العالي
UNIVERSITY OF DAMMAM | جامعة الدمام
COLLEGE OF COMPUTER SCIENCE | كلية علوم الحاسب
INFORMATION TECHNOLOGY & | وتقنية المعلومات



I can assure you that Ms. Ba-Alwi would be a great asset to any team. She is bright, capable and a pleasure to work with.

Best Regards;

Dr. Hana Alharthi
Chairman of Health Information Management & Technology,
and Assistant Professor,
Collage of Applied Medical Sciences
University of Dammam
Dammam , Saudi Arabia
Phone:3 857 7000 ext. 2784

من: المنسقة الاكاديمية للسنة التحضيرية بجامعة الدمام

الى: من يهمله الامر

التاريخ: 2011- 8 -10

بدأت معرفتي بالاستاذ خديجه باعلوي حينما كانت تعمل بقسم تقنية المعلومات منذ عدة سنوات، ولفت انتباهي تميزها في عملها وحسن تعاملها. لذلك عند تقدمها للعمل بالسنة التحضيرية حرصت على التوصيه بضمها لفريق العمل كمساعدة اداريه ولقد كانت بحق مكسبا لفريق العمل. ولقد قامت بالعمل معنا من 2010-10-3 وحتى 2011-9-19 م ، وذلك في المهام الاتيه:

- مساعد إداري لكلية علوم الحاسب الآلي وتقنية المعلومات للسنة التحضيرية .
- رئيسة ومعدة للجان الإختبارات النهائية .
- مشرفة ومقدمة للدعم الفني المطلوب لصيانة الأجهزة الخاصة بالفصول الدراسية والمعامل الخاصة بالسنة التحضيرية
- مدربة حاسب آلي لصيف 2010 و 2011 للبرامج التي قدمتها عمادة السنة التحضيرية لأبناء أعضاء هيئة التدريس والموظفون بالجامعه ، والتي تضمنت البرامج

(Office2007 – Flash - Making your own free website and Photoshop)

ولقد كانت الاستاذة خديجه جديرة بالاعتماد عليها، فهي منظمه وملتزمه ومتعاونه مع الفريق، كما انها كانت لاتمانع في المساعده بأي عمل حتى وإن لم يكن من مهام عملها.

اتمنى للأستاذة خديجة كل التوفيق من الله سبحانه وتعالى ، فأنا كلي يقين انها ستضيف لكل مكان تعمل به وستترك به بصمه متميزه. والله الموفق

د هاله الوكيل

المنسقة الاكاديمية للسنة التحضيرية بجامعة الدمام

والأستاذ المشارك بكلية العمارة والتخطيط قسم التصميم الداخلي



إلى من بهمه الأمر ...

السلام عليكم ورحمة الله وبركاته ..

يشهد مركز تقنية المعلومات بجامعة الدمام بأن الأستاذة / **هدية محمد باعلوي** ، قد عملت لديه بمسمى **مشغلة حاسب** الي ، خلال الفترة من ٢٠٠٦/٧/١م وحتى ٢٠٠٩/٩/٣٠م ولمدة ثلاثة أعوام موضحه في تاريخه .

وكانت طيلة فترة عملها من المشهود لهن -> الإنضباط والمبادرة وسرعة البديهة والانجاز. والمقدرة على تحمل ضغوط العمل بالإضافة الى تميزها كفرد متعاون ومعتاز في فريق العمل .


حيث أن العهام التي قامت بها خلال تلك الفترة كالتالي :

- ١- مساعد إداري بالمركز قامت خلالها بمتابعة الأعمال الإدارية المتعلقة بمنسقة المركز .
- ٢- رئيسة وحدة الأنظمة التطبيقية والمسؤولة عن متابعة مشاكل برنامج نظام البانز والويب سيتي وحسابات المستخدمين الخاصة بالإنترنت و البريد الإلكتروني الجامعي .
- ٣- مدرب ومحاضر في عدد من المواضيع المتعلقة بالتقنية لطالبات الجامعة وموظفيها.
- ٤- تقديم الصيانة والدعم الفني لأجهزة الحاسب الألي ومليقانه واصلاح أي خلل فني بالأجهزة فيما يخص الشق البرامجي .
- ٥- خدمة وتوجيه العملاء على كيفية حل المشكلات التقنية عبر الهاتف او الاتصال البعيد بالأجهزة وتقديم الخدمة الاستشارية الفنية في ادارة نظم التشغيل .
- ٦- عضو فعال في اللجنة التقنية والعلاقات العامة لعدد من الفعاليات والأنشطة التي أقيمت بالجامعة.

ونحن على ثقة بأنها ستضيف إلى المكان الذي سننضم إليه ، ونتمنى لها دوام التوفيق والابداع في مسيرتها المهنية .

والله ولي التوفيق ..

المشرفة العامة على مركز الحاسب الألي و تقنية المعلومات قسم السيدات


أ/ ريم بنت محمد الهاجري