



AHMED ALBAQQAL

ADMIN SUPERVISOR

Personal Profile

Extremely motivated to constantly develop my skills and grow professionally & Looking to a working Position which fully utilize my current Practical skills & Knowledge and also help me to further develop these skills in practical and fast-paced environment.

Contact Info

- E-mail: Wakaso92@hotmail.com
- Phone: 0539404343

Education

Yanbu university College
Bachelor in HR, 2018

Skills

- Good communication skills.
- Good English.
- Successful working in a team environment.
- The ability to work under pressure.
- The ability to follow instructions and deliver quality results.
- Punctuality.
- Observant, Pro-Active & Self-motivated.

Award & Achievements &

Courses

- Selected To Be a part Of the kaizen Team on October-2019.
- Help Projects Department in winning TPM Award Twice Since Joining.
- Mini MBA in HR from IBS Academy From 06.11.18 to 09.01.19.
- Diploma in HR 15.09.18

Career Summary

CO-OP TRAINING AT UNITED SUGAR COMPANY FROM JAN 2018 TO MAY 2018 IN THE BELOW HR SECTIONS:

- *Training & recruitment .*
- *HR Operation.*
- *Office Services*

USC FROM SAVOLA GROUP , WORKED AS PROJECTS - ADMIN SUPERVISOR FROM MAY 2018 TO PRESENT

- *Conduct projects minutes of meeting & distribute it to the team.*
- *Collecting projects data from all department with an excel sheet & update the system with the received data*
- *Answering and directing phone calls to relevant staff*
- *Carry out administrative duties such as filing, typing, copying, binding, scanning*
- *General office management such as stationery*
- *Create work request for any problem such Electrical, Computer & Printer, AC to concern department (E&I WS, IT, HVAC).*
- *Dealing with E-mail Inquiry .*
- *Track deliverable items/materials & ensure it's delivered on time*
- *Updating projects server to be prepared for any upcoming audit*
- *Assisting projects engineers.*
- *Provide general support to the visitors.*
- *Issue transmittal both In & out to contractor & to other department .*
- *Preparing Internal purchase requisition for The engineer & project senior manager.*
- *Raising the purchase requisition in ORACLE "ERP"*
- *Receiving purchase order In ORACLE to Process The Payment.*
- *Handling projects filing both manually & at the server & ensure The server Is up to date.*
- *Weekly PR & PO pending list for both projects & purchasing Department.*
- *Twice a month projects status report to be submitted to projects senior manager.*
- *Handling projects department overtime & submitted to HR.*
- *Handling projects petty cash.*
- *Maintain up-to-date employee holiday records.*
- *Coordinate with HR to Issue visa & to book a hotel for The vendor as well as transportation if needed*
- *Preparing gate pass form for contractors & visitors & ensure all of their documents are completed as per our company policy*
- *arrange for a clinic visit for new contractors\visitors*

Ahmed Albaggal Mar 20 student _confirmation of course completion



Jacqui King <Jacqui.King@avadolearning.com>
To: ahmed albaggal

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Mon 10/05/2021 12:31

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Good morning Ahmed

Congratulations !

It is my great pleasure to write and congratulate you on the successful completion of your CIPD Level 3 Foundation Qualification in Human Resources Practice. Your unit results have been submitted onto our system and are undergoing final checks before being confirmed to the CIPD. This will take up to four weeks.

Please send me your CIPD membership number as soon as possible. If you are unsure of it or need to arrange it, please contact the CIPD membership team on 0208 612 6200. They will not grant your qualification certification to you if you are not a member.

You will then receive an official CIPD certification letter (directly from CIPD); which currently could take up to twelve weeks. CIPD will also automatically change your membership from a 'student member' to 'Associate Member'.

If you wish to get an update from the CIPD please bear in mind the timescales involved and contact their team on 0208 612 6200, or by online enquiry via their website.

I want to thank you personally for all your hard work. It has been my great pleasure to have you as one of my students, and I wish you all the very best in your HR career.

With very kind regards,

Jacqui King
CIPD Tutor.