MANAL **LUBBAD**

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# Summary



# My ambition is to learn and develop knowledge, fast understanding, learning and initiative, and years of experience do not mean that I have only learned and learned, so I love to work and not to be taught with all sincerity and confidence.

# I look forward to knowing and giving and helping others if possible. I am able to do more than one job at the same time, flexible and confident in my performance and very ambitious.

# Work experience



Administration

Aug **2018** - Jan 2021

Nexus People Management

Al Rakah - Saudi Arabia

  Prepare letters & Contracts.

 Helping Account Dept (payroll, Invoice & payslip) & Helping GRO Dept (GOSI, labor, Qiwa & Visa).

Medical Insurance add & delete.

 complete the missing IKTVA program.

Pay missing stuff to the office, Purchasing, Business card & Gifts.



HR & Admin Officer

Sep **2013** - Aug **2018**

Essar Projects Saudi Co.

Al Khobar - Saudi Arabia

 To maintain Staff & Workers record and to make sure all staff/workers’ files are updated as per monthly payroll list

 To prepare MIS Report, Medical Insurance, GOSI.

 To involve and assist all kinds of HR & Administration activities, if require.

 Process leave applications for all Employees, check leave balance and proceeding on leave, prepare full and final for exit employees.

 To provide Secretarial assistance.

 Handling invoices and helping finance Department.



Secretary

Aug **2014** - Jun **2015**

Desert Rock Co.

Dammam - Saudi Arabia  Possessed extensive experience in all phases of office work.

 Handling extremely confidential matters and information.

 Handling invoices and helping finance Department.



Secretary + Receptionist + Team leader

Jul **2003** - Aug **2013**

Al Mouwasat Medical service

Dammam - Saudi Arabia

 Employees data updating files documentation.

 Check-in and checkout of Employees records.

 do all typing required by HR Department.

 Facilitate problem solving and collaboration.

 Coordinate with internal and external customers as necessary.

 Help keep the team focused and on track.

# Education



Bachelor Degree of Arts, Filed of Arabic Language

Jul **1997** - Dec **2002**

King Saud University

# Languages



# Areas of Expertise



|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HR |   | Administration |   | Secretary |   | Team leader |   | Coordinator |

# Courses



Jul **2018**

Human Resources Management in English

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY



Apr **2011**

CPR (Cardiopulmonary Resuscitation) HEART SAVER'S/CPR PROVIDER

Mouwasat Hospital



Mar **2011**

Environment of Care and Risk Management in Healthcare

Mouwasat Hospital



Dec **2007**

Heart Savers/First Aid Provider

Mouwasat Hospital



Jun **2006**

ELS 102 A Course

ELS Language Center



May **2005**

Economic feasibility study

Mouwasat Hospital



Jun **2004**

Performance Improvement + Customer Satisfaction + Handling Complaints + Confidentiality + Occurrence Variance Reporting

Mouwasat Hospital



Aug **2003**

Safety Presentation + Fire Safety + HAZMAT + Disaster Preparedness

Mouwasat Hospital

# Computer Skills



|  |  |
| --- | --- |
| **MS Office** | **90%** |
| **MS PowerPoint** | **50%** |
| **MS Excel** | **80%** |
| **Skill** | **90%** |