

# NORAH ALSWAIDAN

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Looking for a promising career where I can utilize my skills and knowledge to plan, perform, measure, and analyze the various business administration processes and issues in the organization, thereby promoting the efficient functioning of the organization.

## EXPERIENCE

**APRIL. 2018 – TO AUGUST 2019**

### **PROJECT COORDINATOR, ARABIAN ELECTRONICS.**

- Process the company projects through Automax ERP system.
- Monitoring the daily progress of projects
- Providing detailed updates to project managers or other stakeholders.
- Maintain an effective communication Channel with stakeholders.
- Internal coordination to complete projects with the best available standards.
- Lead the weekly projects department meeting.
- Preparing and processing weekly status reports.
- Ensur project deadlines are met.
- Create the packing list and completion certificate.
- Coordinate with customers and Clients to deliver the products or installation process.
- Processing SADARA I.D. card and Vehicle sticker of co. employees.
- Drafting & issuing other Administrative related documents.

**MAY. 2011– TO JULY 2017**

### **ADMINISTRATIVE OFFICER, ABDULLAH HASHIM INDUSTRIAL GASES & EQUIPMENT CO. LTD.**

- Performing continuous assessment to the business administration processes and recommend area for improvements.
- Writing and preparing administrative letters and internal Announcements.
- Preparing Payroll of all employees through Baan EPR system.
- Processing O.T. of all employees through the system.
- Coordinate the direct deposit of employees' salaries.
- Follow up and coordinate Time Sheet from all the departments.
- Processing Business Visit Visa of the company's visitors through internet.

- Processing the Medical Insurance and coordinate and negotiate with the insurance Companies.
- Prepare and process re-imbusement of medical expenses from Insurance co.
- Uploading the employees Information in M.O.I. site to get renewal of their iqamas.
- Processing Leave Request of all employees.
- Processing Saudi Aramco I.D. card and Vehicle sticker of co. employees through Aramco portal.
- Drafting & issuing other Administrative related documents.
- Documentation Filing and archiving.
- Processing employee I.D. cards through (Data card Sp35 plus) machine.

**AUGUST. 2005– TO FEBRURARY.2007**

**COMPUTER TECHNICIAN, ARAMCO AS CONTRACTOR (AL-JERAISY COMPUTER SERVICES)**

## **EDUCATION**

**GRADUATE 2021**

**BUSINESS ADMINISTRATION, SAUDI ELECTRONIC UNIVERSITY**

**Major Concentration:** Accounting with Overall GPA 3.09

## **COURSES**

-35 HOURS **OF PROJECT MANAGEMENT EDUCATION/TRAINING, PMP**  
 -2 HOURS **LABOR EDUCATION ACCORDING TO SAUDI LABOR LAW**

## **SKILLS**

- Excellent English Language.
- Working within multicultural environment and willing to work with others.
- Have a Friendly personality.
- well-organized and have great planning capability.
- Good computer Background.
- Dependable.
- Experienced in knowledge transfer and knowledge sharing process.
- Ability to deal with multi-task jobs.
- interpersonal Skills.
- Excellent Commnication Skills
- Fast learning.
- Have driving License.
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