

KHADIJA MUHAMMAD

Nationality: Yamani

Mobile: +966 56 560 9924

E-mail: K.baalwi@gmail.com

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**, **Logistic services**, 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 – 2023

PROJECTS & ADMINISTRATIVE COORDINATOR, AL-HUSSAN PROFESSIONAL CONSULTING COMPANY.

- * Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, and retrieval.
- * Assisting some HR function by Post vacancies, filtering CVS's, Do the initial phone interview, arrange for the second interview.
- * Overseeing general office operation.
- * Working on bids preparing the financial and technical proposals based on requirements.
- * Follow up project process technically and financially.
- * Follow up timeline for each projects Duration.
- * Apply as a vendor, service provider, follow the project information, duration and save it in the company database.
- * Supervising, mentoring, training, and coaching our new staff and delegating assignments to ensure maximum productivity.
- * implementing and maintaining procedures/office administrative systems.

FEB 2015 – OCT 2018

OFFICE MANAGER, RECRUITER, AND STUDENTS' SUPERVISOR (TRAINING UNIT), FUTURESOFTE 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 ADVAISOR 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.**