



Saudi Arabia, Eastern Region, Saihat



EMAD ALSABA

...Multi-tasks...

About Me

I'm business workflow developer with IT background for more than [9] nine years career experience as a creative employee with multitasking in management and technique experience to solving problems and creating plans to avoid predictable problems.

Education

- ◀ Associate Degree [Diploma]. King Fahd University of Petroleum & Minerals. 2012 - Computer Applications [IT].

Achievements

- ◀ 2018- SRACO Certificate of Appreciation & Achievement Booking Board programmed.
- ◀ 2018- SRACO Certificate of Appreciation & Achievement Contracts creators for customers services programmed file.

Prof-Courses

- ◀ 2020- Marketing strategy through Facebook.
- ◀ 2020- Digital Marketing 12 Hrs.
- ◀ 2020- PMP® Cert. Training Course, 35 Hrs.
- ◀ 2020- Python Basics in Data Science.
- ◀ 2020- Basics of creative Marketing.
- ◀ 2018- A course in INTRODUCTION TO SAP ERP Configuration - KFUPM, Cert. 12 Hrs.
- ◀ 2008- Cert. The UK Airline in the detection.
- ◀ 2008- A course in office management [secretarial] - 15 hours.

Some Of Experience

◀ SRACO Human Resources

🔍 Project Operations Director

Consultant to execute new plans. Create logistic costs control with avoiding tasks duplicate. HSE and Risks management strategies. Weekly and monthly operations executive rate for contracts and our staff. ERP Oracle user.

2019.Nov
2021.Mar

🔍 Business Developer

Representative the company in outside the Kingdom, advising the management, monthly analysis our competitors, reporting (operation rate, sales rate), solve procedure issues and develop it in order to get clear work flow.

2019.May
2019.nov

🔍 Project Coordinator

Execute Clients Contracts, entry and organize the reservation orders in excel files, developing the project files, change the work flow to be easier between the departments that decrease time tasks achieved, [Creating 3 MS Excel VBA Programmed Files] - MS Excel expert.

2018.May
2019.May

◀ Motion One Multimedia production est.

🔍 Executive Secretary (PART-TIME)

Coordinate and follow up Projects and festivals, time management. Create some IT solutions and IT advisor.

2016.Apr
2016.Nov

◀ Business Tribune CO. For Commercial & Maintenance.

🔍 IT administrator

Help Desk, Network security, solving problem, deal with ERP & CRM system called Fouces, Create excel files programmed with VBA and Macro.

2015.Mar
2016.Mar

◀ Nabil Alghanim est. for Constructions

🔍 IT administrator, HR assistant & Government Relations Officer

Creating costs control on expenses and reduce it with increasing the team performance by organizing the tasks. Help desk, Network and IT advisor. GRO team leader. Hiring employees.

2011.Nov
2014.Nov

