

WEJDAN AHMED

Business Administration



+966 53 454 5348



w.a7@outlook.sa



Dammam - Saudi Arabia



Yemeni



04 / 07 / 1988



Wejdan Ahmed

Education

BSc Business Administration

2008-2012

Expertise

-Processes development: devised and implemented processes, procedures, systems and internal controls to strengthen operations.

- Budget planning.
- Strategic planning & analysis.
- Budget management.
- Team leadership.
- Quality control & assurance.
- Financial analysis
- Work on the ERP system.
- QMS.
- Preparation of contracts and agreements.
- Selection of candidates for jobs, interviewing and selection of qualified candidates.
- Writing official letters.

Skills

- Program & project management.
- MS office.
- ERP system.
- Development of processes and procedures.
- Time management.
- Leadership.
- Good communication with others.
- Creative Thinking Skills in the Work Environment

Languages

Arabic ●●●●●

English ●●●●●

Profile

I have a clear, logical mind with a practical approach to problem-solving and a drive to see things through to completion. I have more than 9 years of experience in business administration, project management, and leading teams across multiple sectors. I am eager to learn, I enjoy overcoming challenges, and I have a genuine interest in Business Management and making organizations successful.

Professional Experience

Engineering Office -Company under incorporation (2020 to April 2021)

- Complete government transactions.
- Issuing permits and records for the institution.
- Follow up on the approval of the office with the competent authorities.
- Transactions for the recruitment of engineers and employees from abroad.

HEC Group (2017 to 2019)

Office Administrator

- Follow-up on projects and Prepare the reports.
- Prepare the team for each project and report to senior management.
- Communicate with candidates concerning both job interviews and reporting to HR management to determine when to start work.
- Leading the company registration and prequalification in the end-users' suppliers' portal (The Ministry of Housing, General Authority of Civil Aviation, National Water Company, Saudi Aramco, Ministry of Finance, Ministry of Health, Ministry of Health, Sadara Petrochemicals Company, Tenders and Auctions Board in the Kingdom of Bahrain ... etc).
- Manage the company's account at the (Etimad) of accreditation and follow-up on the proposed projects and submit them during the specified period.
- Prepare the files for projects (soft and hard copies).
- Prepare documents and qualification files.
- Follow up on agreements and contracts.
- Prepare invoices for projects.
- Prepare the Engineering Office's budgets and financial reports.

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Professional Experience

HEC Group (2017 to 2019)

Executive Secretary of the CEO Office

- Write official letters and administrative decisions.
- Manage the correspondence issued internally and between the company and other parties.
- Follow-up on outgoing mail to the CEO's office and the official post of the company.
- Follow up on the government transactions of the company.
- Prepare of official visits and meetings within the facility.
- Manage staff meetings within the facility.
- Manage of bookings for internal and external trips to the top managers.

Administrative Assistant

- Renewal of the official Certificates of the company and follow-up of activating the accounts of the company with the governmental websites (Ministry of Commerce and Investment, MODON, SCE, Contractors Classification Authority, etc.).
 - Follow up on the administrative forms and develop them according to the QM system.
 - Prepare the engineers' agenda.
 - Prepare the Management Office 's budgets and financial reports.
 - Improve the processes and procedures of the quality management system to proved ISO certification (ISO 9001: 2015).
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Islamic Cultural Center (2015 to 2017)

Direct of project

- Prepare of project plan and budget.
- Prepare the processes and forms for project phases.
- Follow up on the progress of the project.
- Select the team for the project.
- Evaluation of projects.
- Project Risk Management.
- preparing the Periodic and final reports.
- Project closure.
- Document the project.

Head of Planning and Development - Human Resources Department

- Restructuring human resources management
 - Preparation of processes and procedures for human resources management.
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Professional Experience

WAMY Establishment (2010 to 2015)

Head of Planning and Development - Quality Management

- prepare approved and follow-up on the annual plan.
 - Prepare of financial budgets.
 - prepare Financial reports and financial analysis.
 - Follow-up on the Strategic Plan and (KPI).
 - Development of processes for all departments in the company.
 - Prepare the administrative structure and organizing of work in human resources.
 - Prepare and review of procedural evidence for obtaining the ISO 9001 certificate.
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Safwa Company (2008 to 2009)

Executive Secretary & Head of women Department

- Prepare of all administrative work and supervision of the women department.
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Certifications

- Project Management Professional -PMP- (35 hours).
 - The quality consultant from the American Institute of Professional Studies(25 hours).
 - Certified Quality Assurance Specialist, American Institute of Professional Studies (50 hours).
 - Preparation of strategic and operational plans (35 hours).
 - Human resources management course (10 hours).
 - Management reporting cycle (25 hours).
 - Creative Thinking Course (15 hours).
 - Course for raising the efficiency of workers with youth (20 hours).
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Memberships

- Former Member of the Integrated Institutional Construction Project Team for (6) Islamic Centers in Al Qassim Region.
- Former Member of the team ERP system.
- Former Member of the team of developers of the quality system, financial and human resources in WAMY.
- Former Member of the internal audit team at WAMY.
- Member of the planning team of a voluntary team

