
Eman Ahmad AlKhuzaam

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Qatif, Qudos St, Rabyah Dist

Professional Profile

I have an English Diploma and several training certifications on computer related skills

- Presentation Skills
- Housekeeping certified
- Secretary workshop
- Microsoft Office certified
- MyWarehouse certified
- Harassment prevention training
- Data Entry certified
- Fire watch training
- English level 6 completed
- English conversation course 1&2
- English Intensive Course EL098 and EL099
- Chemical Hazards training

Professional Experience

Al-Majal Company

2005-2006

Admin Clerk

Responsibilities:

- Secretarial responsibilities
- Organizing timesheets, appointments, and requests through SAP system
- Report Preparation.

Al-Mutawa Company

2006-2008

Admin Clerk

Responsibilities:

- Organize files and folder in the filing room
- Clerk at the plant services center
- Secretarial responsibilities
- Organizing timesheets, appointments, and requests through SAP system

Al-Majal Company

2009-2010

Admin Clerk

Responsibilities:

- Clerk at the plant services center
- Secretarial responsibilities
- Organizing timesheets, appointments, and requests through SAP system

Al-Falak Company

2010-2013

Admin Assistant

Responsibilities:

- Provide organizational assistant
- Managing inventory of assets and supplies
- Coordinating between departments and operating units
- Scheduling and coordinating meetings, interviews, and events
- Preparing and delivering safety presentations to several units

Nabors Arabia Company

2013 -2016

Admin Assistant

Responsibilities:

- Filing of invoices, orders and asset sheets
- Keep track of warehouse materials
- Managing warehouse data through My Warehouse application
- Following up with vendors for needed documents
- Follow up PO and follow up with vendors.
- Secretarial responsibilities

Education

[College or University Name], [City, ST]

English Diploma

HR Diploma

Certifications

- Presentation skills, Toastmaster international member
 - Housekeeping certified
 - Secretary workshop
 - Computer Application certified
 - Microsoft Office training
 - English level 5 completed
 - Data entry course completed
 - Intro to financial accounting course completed
 - SAP experience
 - English Intensive course EL098 and EL099 completed
 - Chemical hazards training
 - Business management course.
 - Financial Accounting course.
 - Communication Methods in the work place
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- Teamwork skills
- Introduction to Human Resources Functions
- Project Management Introduction

Current

I am now working in the master bakers factory

References

Please see recommendation letters.