

Alsuwaidan, Noora M

From: Muqahwi, Abdulaziz A
Sent: Wednesday, February 28, 2007 1:28 PM
To: Alsuwaidan, Noora M
Cc: Basager, Tariq A
Subject: GOOD LUCK

I would like to take this opportunity to thank you for the outstanding job you did during your working with record management. You had proven yourself to be a highly dependable, hardworking and very cooperative person. you has an extensive experience in all aspects of the document imaging functions carried out at Record Management Unit, like convert user index database from excel sheet to Microsoft access format , Run validation index model and Quality Control , process batches. Run release Model to released scanned images with index to Document Management System. I.E livelink or Documuntum using Kofax ascent capture software. Also convert TIF images into PDF format through Adobe acrobat professional software and your willingness to establish a more efficient control on work and productivity has contributed us much in the smooth operation.

We greatly appreciate your contribution and wish you success in all your endeavors.

Best Regards

Abdulaziz A. Al-Muqahwi, Supervisor
ITCCCD/ITSRMD/Record Management Unit
Saudi Aramco Oil Company ,Saudi Arabia.
Tel: +966-3-873-5005 Fax:+966-3-873-0360
e-mail: Abdulaziz.muqahwi@aramco.com
visit our Intranet <http://rmu.aramco.com.sa/>

RECORD MANAGEMENT UNIT

E-0100 Dhahran

Tel: 873-5005, Fax: 873-0360

February 28, 2007

To Whom It May Concern

This Letter issue to document that **Ms. Nourah Al-Suwaidan # 8013111** worked with Record Management Unit through Al-Jeraissey Contract as Computer Technician for the period from August 28th, 2005 until February 28th, 2007.

During her assignment she demonstrated a work of converting user Excel sheet to Microsoft access format. Run Batch Manager to process below models through Kofax Ascent Capture Software:

- Validation Indexing & Quality Control.
- Converting TIF (tag image format) images to PDF (portable document format) through Adobe.
- Releasing scanned images with index to document management system Livelink/Documentam.

This letter was issued based on her request.



Tariq Basager, Group Leader
Record Management System

cc: Contractor employee file.

AHGS

شركة عبدالله هاشم للمعدات والغازات الصناعية المحدودة
Abdullah Hashim Industrial Gases & Equipment Co. Ltd.

شهادة خبرة

تشهد شركة عبدالله هاشم للمعدات والغازات الصناعية المحدودة بالمنطقة الشرقية بالدمام بأن
السيدة/ نورة محمد عبدالله السويديان سعودية الجنسية، تحمل حفيظة رقم (1020194617) تعمل
لدينا بوظيفة (موظفة إدارية) وذلك من تاريخ 2011/05/01م إلى تاريخ 2017/07/05م وكانت
طوال هذه المدة مثالا للإخلاص والتعاون المثمر في العمل كما تشهد الشركة بأنها تتمتع بالسيره
والخلق الحسن ، والله الموفق ؛؛

الختم



مدير عام المنطقة الشرقية

عادل فهد البعولي

حدر في 18 / 06 / 2017م



مصنع فرع شركة عبدالله هاشم للمعدات والغازات الصناعية المحدودة
Br. Abdullah Hashim Industrial Gases & Equipment Co. Ltd. Factory

Recommendation Letter

Adel Fahd Al Bakawi

(Regional General Manager)

Tel.: +966 5052 88 022

Abdullah Hashim Industrial Gases & Equipments

Dammam First Industrial

Dammam-31422

13th June 13, 2017

To Whom It May Concern,

It is my pleasure to recommend **Mrs. Norah M. Al-Swaidan** for employment with your organization. I have known Mrs. Norah for over six years during which time she worked as an Admin officer in my office.

I have been consistently impressed with Mrs. Norah attitude and productivity during the time that she has worked in the office.

Mrs. Norah is both very bright and quite motivated. I am confident that she will devote herself to a position with your organization with a high degree of diligence. She is a quick learner and has shown the ability to digest large volumes of information.

Mrs. Norah has demonstrated the ability to articulate information and ideas in both the verbal and written forms.

During her tenure, she reported directly to me. She prepared the payroll and overtime for all the employees. Keeping up with the medical insurance companies to update the employee's details on MOI for iqama renewal. Processing employees leave requests. She also processed Saudi Aramco ID and vehicle sticker for company's employees thru Aramco Portal.

I recommend Mrs. Norah without reservation. I am confident that she will establish productive relationships with your staff and constituents. Please let me know if you have need for additional information about this outstanding young woman.

Sincerely,

Adel Fahd Al Bakawi
Regional General Manager
Tel.: +966 5052 88-022



ISO Approved



CGA Membership



DOT Approved



الهيئة العامة للطيران المدني
General Authority of Civil Aviation



ACCREDITED
ISO 17025 : 2005

فرع الدمام ص.ب ٥١٨٠ - الدمام ٣١٤٢٢ - تلفون ٨٤٧٣٠٠٠ - فاكس ٨٤٧ ١٧٦٤ - غ.ت.د ٥٩ - س.ت.٢٠٥٠٠٢٤٢٦٨ - رأس المال ١٢٧,٠٠٠,٠٠٠ ريال سعودي مدفوع بالكامل
Dammam Branch : P.O. Box 5180 - Dammam 31422 - Tel. 847 3000 - Fax 847 1764 C.C.D. 59 - C.R. 2050024268 - Capital S. R. 127,000,000 Fully Paid

E-mail : info@er.ahg.com.sa

في حالات الطوارئ إتصل (800 - 244 - 0088) For Emergency call

Website : www.ahgases.com.sa

الالكترونيات العربية
ص.ب ١٨٠
الخبير ٣١٩٥٢
المملكة العربية السعودية
تلفون ٨٩٤-٤٢١٦
فاكس ٨٩٤-٩٩٩١
س.ت. ٢٠٥١٠٠١١٩١



ARABIAN ELECTRONICS
P.O. BOX 180
AL-KHOBAR 31952
KINGDOM OF SAUDI ARABIA
TEL: 894-4216
FAX: 894-9991
C.R.# : 2051001191

190105

Date: 26/11/2019

١٩٠١٠٥

التاريخ: ١٤٤١/٣/٢٩ هـ

الموافق: ٢٠١٩/١١/٢٦ م

SERVICE CERTIFICATE

شهادة خدمة

This is to certify that Noura Mohammed Abdullah ,
Alswaidan
a citizen of Saudi Arabia was under the employ of
Arabian Electronics
during the period from 16/04/2018 to 29/08/2019 as
Projects Coordinator

This certificate was issued upon the holder's request
without any liability to the company.

We wish everyone the best of luck.

Regards,

Khalid Husain

Arabian Electronics

نشهد بأن المدعو/ نوره محمد عبدالله السويدان ، السعودية
الجنسية قد عمل لدى الالكترونيات العربية
من تاريخ ٢٠١٨/٠٤/١٦ م حتى ٢٠١٩/٠٨/٢٩ م بوظيفة
منسق مشاريع

وقد صدرت هذه الشهادة بناءً على طلب حاملها دون أدنى
مسؤولية علينا.

مع تمنياتنا الخاصة للجميع بالتوفيق،

ولكم فائق التحية،



خالد حسين

الالكترونيات العربية