



YUMNA EL HENDI



Enthusiastic, motivated current student working toward a diploma in Interactive Media Design and seeking an opportunity to begin a career in the web design and development field.

EDUCATION

Interactive Media Design

Algonquin College, Ottawa, Ontario

Expected graduation: December 2023

- Dean's Honors List | GPA: 4.0

Diploma in Computer Studies

Al Khawarizmi College, Abu Dhabi, UAE

Graduated : 2003

SKILLS

Graphics

- Photoshop
- Illustrator
- Lightroom

Video / Audio

- Premiere Pro
- Audition
- After Effects

UX Design

- InDesign
- Invision
- Adobe XD

Web Design

- HTML / CSS
- Word Press
- Drupal
- Shopify

- Creative and high level of problem solving skills
- High level of communication and negotiations skills
- Able to work under pressure
- Able to priorities Jobs Orders
- Independent and able to work professionally within a team

REFERENCES

Available upon request

PROFESSIONAL EXPERIENCE

Procurement Officer

Masdar and Elixier | Abu Dhabi , United Arab Emirates

September 2009 - May 2019

- Develop and manage tenders for the procurement of material and services, from the bidder's selection stage and request for information through RFQ/RFP, tendering, and evaluation to issuing the Purchase Orders, Professional Service Agreements, Service Work Orders and Frame-work Agreements depending on the nature of the procure to ensure that quality goods and services are procured at an economic price.
- Draft RFQs / RFPs, analyze quotations, review technical evaluation, prepare the commercial evaluation, prepare the award recommendations and finally prepare the Purchase Order or Agreement depending on the nature of the procure.
- Negotiate the deviations with the bidders, and collaborate the deviations related to the standard Agreement terms and conditions with the Legal Department to get their review and approval.
- Review and evaluate variations and claims, prepare recommendations for management approval and prepare contract amendments, as required.
- Attend pre-bid and post-bid meetings to identify problems, target dates, issues and delays.

Sr. Office Administrator

Elixier | Abu Dhabi, UAE

June 2002 - June 2009

- Manage day to day administration work of the General Manager's office.
- Maintain professional filing system and electronic library.
- Compose and prepare the Organization correspondences such as letters, memos, emails.
- Maintain the General Manager's schedule, appointments and meetings.
- Prepare the Board of Directors Presentation.
- Handle the travel arrangements for the Board Members and office employees including the security site passes, hotel accommodations and transportations.
- Prepare appointment letters for the new joiners and prepare the necessary documents to accommodate them.