

Najah M. AlShammari

Dhahran, Saudi Arabia

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Personal Details:

DOB: 04/26/1983 • Place of Birth: Kuwait • Nationality: Saudi
Female • Married

Dynamic, results-oriented professional with demonstrated business acumen and passion for quality management, human resources (HR), and entrepreneurship.

— Key Qualifications —

- History of balancing priorities across multiple business activities including strategic planning and execution, documentation and reporting, and day-to-day operations, consistently providing expected deliverables in a timely manner.
- Experienced in workforce planning, recruiting, hiring, and onboarding with focus on building high-performance teams and driving continuous personal and professional improvement.
- Able to set and achieve goals, contribute to business planning processes, and align operations with regulatory compliance and overarching organizational objectives by implementing entrepreneurial thinking and analytical problem-solving.
- Outstanding written and verbal communication skills in Arabic and English leveraged to nurture strategic relationships, train and mentor colleagues, and drive consensus among key stakeholders at all levels.

Professional Experience

Saudi Aramco – Dhahran, Eastern Region, Saudi Arabia

Program Development & Evaluation Analyst, 1/2016 to Present

Drive organizational success by diligently conducting training quality, test reliability, and validity assessments. Liaise with multidisciplinary teams to coordinate program execution and ensure new-hires receive comprehensive training. Support special initiatives by conducting thorough research and analysis, subsequently preparing and delivering insightful reports and proposals within rigorous deadlines.

Selected Contributions:

- Identified deficiencies during onsite audit at training centers and introduced major changes to testing and certification procedures.

Planning & Program Analyst, 10/2009 to 12/2015

Prepared numerous documents with focus on accuracy and completeness including operating plans, business plans, and mid- and end-year accountability reports. Monitored execution of short- and mid-term planning activities and provided meaningful insights regarding alignment with overarching strategic plans. Coordinated audits with external entities and processed invoices.

Selected Contributions:

- Promptly submitted monthly financial exception report to Controller.

Continued...

- Proactively assumed additional responsibilities as directed by divisional leadership.

HR Specialist, 10/2002 to 9/2009

Coordinated HR activities for Medical Services Organization including workforce planning, recruitment, and selection. Administered databases and PMP system, supporting end-users with advice and training and meticulously entering data. Prepared regular reports including MIS, manpower, and expenses.

Selected Contributions:

- Performed time-keeping function, maintained compensation and benefits, and processed E-800 profiles, retirement and resignation documents, expense reports, and other paperwork for department employees.
- Advanced employee competence as Department Training Representative, creating and maintain currency of trainees' developmental assignment schedules.

Educational Background

Master of Science, Innovation and Entrepreneurship, 2020

HEC Paris, Paris, France

Bachelor of Business Administration, 2012

Arab Open University (Open United Kingdom University), Saudi Arabia, 3.41 GPA (Second Class Hons.)

Two-Year Apprenticeship

Saudi Aramco, Dhahran, Eastern Region, Saudi Arabia, 2002

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

Diploma, Personal Awareness and Self-Improvement, IAcademyPD, 2019

Managing Innovation and Design Thinking Specialization, Coursera, 2019

Certified Internal Assessor, KAQAORG, 2018

ISO 9001 Lead Auditor – Quality Certification, International Organization for Standardization, 2018