



## SHAYA AL SHAYA

Administration Services Chief  
Specialist at Saudi Stock Exchange  
TADAWUL

### CONTACT

Saudi Arabia - Riyadh

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Married

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### Top Skills:

- Team Management.
- Customer Service.
- Procurement & Contracts.
- Property Control.
- Warehouses Operations

### - Brief about me

My experience in logistics support  
Administrative Services Supervision of employees in the department.  
acting manager of Administration Services Many times.  
Coordination of administrative work, Working in one team.  
Providing administrative services, coordination between departments.  
Supervising the activities & Requirements.  
Follow up all warehouse works.  
Properties Management. Property Control Procurement & Contracts.  
Closing purchase orders. Communicate with suppliers.

### - Education

- King Faisal University  
Bachelor Degree in Business Administration – BBA Business.
- Institute of Public Administration-Saudi Arabia  
Diploma, Materials Management.

### - Achievements

- Project Manager for Property control & Reporting.
- Project Manager for New System Property - RFID.

## - Experience

### **Administration Services Chief Specialist Saudi Stock Exchange – TADAWUL Feb. 2016**

Finance & Administration Division

#### - Responsibilities:

Administrative Services Supervision of employees in the department.

All Warehouses Operations

Coordination of administrative work.

Working in one team.

Providing administrative services coordination between departments.

Supervising the activities & Requirements.

Properties Management.

Procurement.

Communicate with suppliers.

### **Senior Specialist Procurement Saudi Stock Exchange – TADAWUL 2007 – Feb 2016**

Finance & Administration Division

#### - Responsibilities:

Receive the REQ

(Prepare & Issuing RFQ

Receive the Quotation from suppliers.

Evaluate the Quotation – Commercial.

Issuing the PO.

Preparing the monthly report of payments due to suppliers.

Relationship with suppliers.

Register Suppliers in Special Purchases system.

**Warehouses & Property Supervisor**  
**Sultan Bin Abdulaziz Humanitarian City (SBAHC) 2002 –**  
**Sep. 2007 (5 years 8 months)**

Materials Management

- Responsibilities:

Processing of Requisitions.  
Material Issue & Received.  
Inventory & Stock Control.  
Preparation of The Report.  
Procurement.  
Closure of purchase orders.  
Follow – Up Payments to Suppliers.  
Reporting Purchase Orders Received.  
Participation evaluate the offers & choose the best one.  
Properties Management

**Specialist Purchases**  
**Saudi Basic Industries Corporation (SABIC)**  
**1997 – Feb. 2002 (4 years 9 months)**

Materials Management

- Responsibilities:

Receive the REQ.  
Prepare & Issuing RFQ.  
Receive the Quotation from suppliers.  
Evaluate the Quotation –Commercial.  
Issuing the PO.

**Administrative Services - Secretarial**  
**Riyadh Municipality**  
**1992 Sep. 1997 may (4 years 8 months)**

General Directorate of Studies & Designs.

- Responsibilities:

Business distribution & follow-up  
Arrange meetings with Engineers  
Review some draft projects before signing

- Training programs

- Project Management Program - 2019
- Warehouse Operations Management - 2017
- Organizational Commitment Symposium - 2016
- Developing the skills of dealing - 2015
- Application of Total Quality to Procurement Management - 2015
- Awareness seminar on money laundering and combating terrorism - 2014
- Awareness seminar on privacy and information security - 2014
- Awareness seminar for procurement and contracts - 2012
- Electronic attacks - 2012
- Warehouses, Control & Control Department - 2010
- Developing communication and communication skills - 2010
- Information Security - 2008
- Risk Management - 2008
- Planning & time management - 2001
- Activation of purchases - 2001
- Handling urgent purchase orders - 2000
- Teamwork - 1999
- Communication and communication skills - 1999
- Inventory management and control - 1998