

ZAINAB AL HIZAM

SAP HCM Consultant / Business Analysis



PROFILE

Experienced, skilled and qualified SAP HR Functional Consultant with extensive knowledge of implementing, configuration, testing, and extending support to existing SAP HR applications. Seeking a challenging opportunity as SAP HR Consultant

CONTACT

ADDRESS

Saudi Arabia – Dammam

NATIONALITY

Saudi Arabia

EDUCATION

Arab Open University

BS in Information Technology, Aug'10

Qatif Community College,

Diploma in Computer Science April'04

WORK EXPERIENCE

Wipro Technologies, SAP HCM Consultant

Feb 2015– Present

- Implemented ERP solution from the Business Blue Print Stage to the Final Go-Live Stage
- Worked on the SAP HR sub modules of Organizational Management, Personnel Administration and ESS& MSS
- Customer Requirement Documents, Business Blue Print Creation, Function Specifications, Configuration Document, Test Plan and Test Script

Projects:

- DevOps Assessment & Digital Rig Pilot SaudiAramco (November 2020 -June 2021)
- HR Processes Enablement in SAP ECC and SuccessFactors Applications SADARA (November 2019 -April 2020)
- SAUDI AIRLINES (December 2017 – January 2018)
- Payroll Forms and Employee-based Payroll Reporting Saudi Aramco. (August 2015 –April 2016) Project Role: SAP HCM Consultant

SSBS, SAP HCM Consultant

Nov 2010– Feb 2015

- support and maintenance of SAP HCM sub modules PA, OM, Time Management and Payroll
- working as project coordinator
- Customer Requirement Documents, Business Blueprint Creation, Function Specifications, Configuration Document, Test Plan and Test Script

Projects :

- Al Yamama. (Jun 2014 –Feb 2015) Project Role: Human Capital
- ARGAS. (14 Oct 2012 – 09 Feb 2014) Arabian Geophysical and Surveying Co. Ltd.
- Saudi ARAMCO, Saudi Arabia (E-Government) Industry: Oil & Gas Project: VISA PAYMENT VERIFICATION PROCESS AUTOMATION
- Saudi ARAMCO, Saudi Arabia (E-Government) Industry: Oil & Gas Project: Operation Morning Report Engine (O.M.R.E)

Al Kifah Contracting, Executive Secretary

Aug 2009–oct 2010

- Secretarial tasks like writing latter, scheduling and organizing the appointment
- Searching for the expiation that help the division in work
- Request for the invitation
- Help in making job description for the new employees we need it in division and help to make interview through the internet

ATCO Group, General Manager Secretary

Jul 2007–May 2009

- Office paperwork and transactions.
- Organizing dates, appointments, meetings, work seclude and work important events.
- Very good skills in the computer and internet work
- Typing documents and official papers, using different Microsoft office applications like word, excel, PowerPoint and sheets
- Designing web pages, sending e-mails and searching for online information

Med Gulf, Representative

May 2005–May 2006

I was working with Med Gulf Insurance Company as representative in Al Mouwasat Hospital in Dammam, on a daily basis.

- Arranging to receive and send the Medical Approvals
- Input and update the Clients records
- Visiting our Patients to make sure that we are maintaining the best service
- Preparing a periodical report for my superior (daily & Weekly)

CLIENTS

- Aramco
- Saudi Airlines
- ARAGAS
- SADARA
- Al Yamama

CERTIFICATION

SAP Certified Development Associate - ABAP with SAP NetWeaver 7.0 (2010)

SAP Certified Application Associate – Human Capital Management with SAP ERP 6.0 EHP5 (2014)

Business Analysis career Start (Jun 2020) from IT Masters

LANGUAGE

- Arabic – Fluent
- English – Excellent

SKILLS

- Excellent Communication
- Problem Solving Skills
- Working independently
- Leadership

SAP SKILLS

- SAP Personal Administration
- organization Management
- SAP ESS/MSS
- AS-IS Study and Blueprinting
- Functional Design
- Full lifecycle implementation
- Business Analysis
- Requirement Gathering
- Test cases and script creation