

ZAINAB ALMASHAMA
zaialmaa@hotmail.com
0542689979

I am seeking a position as business administrator or related- human recourse field or related in well managed organization where I can use my skills and knowledge

EXPERIENCE

FROM JAN 2022-PRESENT

ADMINISTRATIVE ASSISTANT, AT KFUPM FUND-DHAHRAN TECHNO VALLEY

- Provides administrative support to ensure efficient operation of office.
- Answer phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurants reservations.

FROM SEP 2018-JUNE 2021

PMO ASSISTANT, AT GENERAL DYNAMICS IS&T ARABIA

Working under BI-10-01377 Upgrade Offshore Security Facilities (UOSF) Project

- Provide necessary project management support in the responsible to project manager of an organization.
- Working under Business Development Division
- Planning, Scheduling, Managing events.
- Preparing letters, Process paperwork.
- HR, Following employee relations, benefits, and training.
- EPM Accounts Registration, Uploading documents.
- Requesting Aramco Temporary Access.
- Health Insurance, Registration and following with employees' issues
- Monthly Saudization Report.
- Construction Monthly plan and Daily Roster.
- Safety Moments Report.
- Timesheet and overtime recording and tracking.

FROM FEB 2018-AUG 2018

CUSTOMER SERVICE REPRESENTATIVE AT DAR WA EMAAR REALSTATE DEVELOPMENT

- Contact potential or existing customers to inform them about a product
- Answer questions about products or the company
- Enter and update customer information in the database

FROM SEP 2017- DEC 2017

Marketing Specialist At ALMETHALIAH

- Brainstorming and developing ideas for creative marketing campaigns.
- Managed multiple agency relationships, including social media and marketing research.
- Responsible for social media commercial ads.

EDUCATION

DECEMBER 2016

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, THE
UNIVERSITY OF TENNESSEE AT MARTIN

College of Business and Global Affairs, AACSB Accredited, Major in Management

DECEMBER 2012

DEGREE IN ENGLISH LANGUAGE PROGRAM TIEP, TENNESSEE
INTERNATIONAL ENGLISH PROGRAM

HONERS

- CHANCELLOR'S HONOR –December 2016 - THE UNIVERSITY OF TENNESSEE AT MARTIN.

SKILLS

- Software: Microsoft office, Photoshop.
- Languages: Arabic, English.
- Management system
- Leadership
- SPSS Program
- EPM Saudi Aramco
- Bupa Insurance

ACTIVITIES

CEPA Certified Executive Personal Assistant

Leoron Professional Development Institute

People Management & Leadership

Effective Communication & Conflict Management

Presentation & Report Writing Skills

Global Leadership Workshop, Strategic Management Workshop - October 2016

Professional development center

- Global division Handle the formidable challenges associated with moving into new and increasingly^[1]More complex leadership roles

Conference on Six Sigma Businesses, Engineering, and Education Applications- October 2016

- Internship conference.
- Indiana University-Purdue University

Saudi student's association- January 2013

- President for Saudi girls' club Communicate with issues for any Saudi girls' problem Help organize and manage events.

TIEB Tennessee International English Program- December 2012

- Diploma in English program

TEAMWORK SKILLS

- Teamwork, and demonstrate flexibility in various situation.
- Communication skills through different channels.

REFERENCES

Available upon Request