

Layla Alshunaifi

Project Management Specialist

To work in an reputable organization that aligns with Vision 2030, where I can apply my knowledge and skills in Project Management Support

Email

laylaalshunaifi@gmail.com

Phone

+966 (0) 549153942

Nationality

Saudi

Link

<https://www.linkedin.com/in/layla-alshunaifi-04861885/>

Experience

Riyadh, Saudi Arabia
March 2017 - Present

Project Management Specialist Team Lead Ericsson AB

As a Project Management Specialist Lead work closely with project managers to manage mobile site requests for the customers through Ericsson's approved Vendors.

Key Accountabilities:

- Lead the external vendor team to ensure uploads of mobile sites are done
- Upload and record completion within the Service Level Agreement (SLA)

Riyadh, Saudi Arabia
March 2014 - March 2017

Project Officer Ericsson AB

Work closely with Project Managers ingenerating mobile site purchase requests & Orders through SAP System

Key Accountabilities:

- Issuing Purchase Requests, orders & General Request
- Follow up Lead the process of purchase requests with the Project Managers for approvals to ensure delivery within the Service Level Agreement (SLA)

Riyadh, Saudi Arabia
August 2011 - March 2014

Project Coordinator Ericsson AB

As a Project Coordinator responsible to follow up on the Purchase orders for mobile sites, whilst ensuring accuracy of data entry through SAP system

Key Accountabilities:

- Issuing Purchase requests orders & General requests
- Ensure Data entered is accurate before processing payment to the vendor
- Follow up with Project Managers for approvals to ensure we meet the standard KPis of the Service Level Agreement with the customer

Education

Riyadh, Saudi Arabia
1998 - 2003

Psychology King Saud University

Skills

Customer Support

SAP

ASP Tool

Communication Skills

Attention to Detail

Team Player

NAS System

Languages

Arabic
Native

English
Intermediate

Achievements

- Improved the lead down time of the project invoices, requests and approvals from 3 days 24 hours
- Awarded for exceptional performance for Q1 in 2012

References

●

Available upon request