

Eman Ali Alwuhayb, Asso. CIPD & SAP HCM certified

Contact information Email: eman.wuhaib@hotmail.com
Mobile#: +966 504988603

Personal Data Saudi Nationality
Single
Date of Birth July 1st 1985

Education **BS Degree in Computing and Information Systems** **2008**
King Faisal University, KSA (GPA 4.53/5 - graduated with honors)
Diploma in Computer and Information Systems
2006
King Faisal University, KSA

Certifications

- SAP Certified Application Associate – HCM with SAP ERP 6.0
- CIPD level 3 certificate in human resources practice.
- Certificate of participation – BW Enterprise Data Warehousing
- Certificate of participation – SAP Business Warehouse Query Design Analysis
- Completed course in Oracle Report Design
- Completed course in Oracle form Design
- Completed course in Introduction to PL\SQL course
- Completed course in Windows Support System
- Completed Course in Microsoft Office
- Completed Course in Network Essentials
- SAP Certified Development Associate - ABAP with SAP NetWeaver 7.0

Aramco Rowan for offshore drilling **May2019- Present**
Supervisor HRIM, HR department

- Maintain Employee records
- Organization management administration
- Maintain GOSI records
- Provide HR reports (headcount, employee actions, time management, etc.) for HR stakeholders.
- Working with IT for IFS HCM implementation

SADARA Chemical Company, KSA **July2013 – May2019**
HR Specialist, HRIS Division

- SAP HCM implementation and enhancements of HR core modules
- Success Factor implementation project for goal management, performance management, calibration, employee profile, Succession planning modules.
- Performance Management System administration and support - Promotion System administration and support.
- SuccessFactors System administration and support.

Eman Ali Alwuhayb, Asso. CIPD & SAP HCM certified

EJADA System Co., KSA

April 2009 – July 2013

Associate ABAP Consultant

Purchased power invoice processing Project at ARAMCO (December 2012 - April 2013)

Role: Associate ABAP Consultant

Implement Enhancement to the Supply Chain Procurement Functionalities Project at

ARAMCO (May 2012 – November 2012)

Role: Associate ABAP Consultant

Responsibilities:

- Working on Purchase Order & Purchase Requisition Enhancements for 4 DPSRs.
- Preparation of QMS Documents for assigned DPSRs such as (Project Proposal, HLD and code inspector result).

Re-Design of Daily Management Reporting for OSAPS Project at ARAMCO (October 2011 - April 2012)

Role: Associate ABAP

Consultant Responsibilities:

- Building function module for waiting trucks segregation in the DPMR.
- Building BSB page to send data to Adobe Flex.
- Prepare HLD for development object.
- Providing code inspector result for development object. - Testing FM before and after transport to production.

SharePoint 2010 Post-Upgrade Project at ARAMCO (July 2011 - October 2011)
Saudi Aramco

Role: SharePoint Developer

Responsibilities:

- Visually upgraded SharePoint websites and sub-sites from SharePoint 2008 to 2010 for different department and unit.
- Checking is needed for the user interface including any added styles, images, JavaScript.
- Updating training manuals and handouts to reflect the new and enhanced features, functionalities and user interface.
-

Cataloging Processes Re-Engineering (CPR) Post Go-Live Support Project at ARAMCO (December 2011 - June 2011)

Role: Associate ABAP Consultant

Support SAP Land Management Project at ARAMCO (March 2010 – October 2010) ***Role: support & Documentation***

The objective of this project is to provide operational support for newly deployed Land Management Solution. This includes performing full operational support. This includes also daily support for SAP Case Management module, SAP Land Management Application. Custom Report and Applications in SAP Land Management Application, SAP workflow

SAP SAHL System Rollout Project at ARAMCO (Feb 2009 – Sep 2009)

Role: Central Support – Team Member

Eman Ali Alwuhayb, Asso. CIPD & SAP HCM certified

Saudi ARAMCO (Summer Program "B") July 2008 – August 2008

July-August 2008 Saudi Aramco (Staffing Services Dept.)

Dhahran, KSA Role: Assistant Employment Representative

Responsibilities:

- Working with SAP E-Recruiting system, Handling the Summer Program "B" activities for students, Answering the summer student 'B' inquiries via e-mail and telephone, Develop Summer Program "B" Students' appraisal by working with HR Online Department, Handling the Summer Program "B" ending formalities.
- Awarded a certificate of Appreciation.

June-August 2007 Saudi Aramco (Staffing Services Dept.)

Dhahran, KSA Role: Assistant Employment Representative

Responsibilities:

Develop Summer Program "B" surveys by working with HR Online dept. , Making Summer Program "B" booklets, Overview of direct hiring activities "logistics & system", Handling the Summer Program "B" activities for students.

- Awarded a certificate of Appreciation.

June-August 2006 Saudi Aramco (Staffing Services Dept.)

Dhahran, KSA Role: Assistant Employment Representative

Responsibilities:

Following-up on applicants, answering phone calls, explaining the process of employment to students, and general administrative work.

- Awarded a certificate of Appreciation.

July-Aug. 2005 Saudi Aramco (Integrated Solution Services Dept.)

Dhahran, KSA Role: System Analyst

Responsibilities:

Developing surveys for different departments and web designing using HTML language.

References

Available upon request