

Malak AlShehri

Malak.aalshehri0@gmail.com | +996 53 852 8199 | Saudi Arabia

PROFILE

Join a professional work environment that enables me to develop my skills, gain new experiences, and be an effective and productive member to achieve success and development and contribute to developing and raising the efficiency of the work.

EDUCATION

Imam Abdulrahman Bin Faisal University

- Bachelor of Media And Communication (Press and Publication)
 - Graduation Year: 2020
-

SKILLS

- Outstanding Communication Skills
 - Media Analysis
 - Management Skills
 - Digital Marketing
 - Critical Thinking
 - Computer Skills Using Microsoft Office
 - Preparing Management Reports
 - Organizing And Follow Up The Projects
 - Establishing And Arranging Conferences
 - Flexibility And Adaptation
 - Social Responsibility
 - Teamwork
 - Creativity Skills
-

EXPERIENCE

C.A.T International Co.Ltd

- **Area Procurement & Subcontracts Officer – (2022 Until Now)**
- Processing and Preparation of TBE (Technical Payments Evaluation)
- Prepare Comparison Sheet of Suppliers
- Coordinated The Materials Requests For Project CRPO With Saudi Aramco Jaforah In Worley Building With Aramco Team .
- Assist The Team With The Technical Paid Evaluation Reports For Project Management From The Vendors
- Organized And Follow Up Project Water Injection Pump Berri For Saudi Aramco.
- Prepare Purchase Order For The Project.
- Receive And Sign Up For The Bank Granite From The Vendors.

- Coordinated All The Data Storage Of The Project, In Folder And Log Share Folder.
- Enter All The Data In Erp Oracle System For The Project (Service Order) (Rfq)
- Update The Payment Requests From The Operation Managers For The Accounts Department.
- Audit The Purchase Request And Organized Transmittals For The Project's Managers.

Rolaco Group

- **Marketing Officer – (10/2021 – 07/2022)**
- Contact The Funders For The Offers Available To The Company.
- Coordinate Meetings And Facilitate Communication Among Projects.
- Stakeholders
- Conducting Meetings And Interviews With Purchasing Representatives For Hotels And Hospitals.
- Preparing Weekly Reports For The Purchasing And Contract Accounting Department.

Alif Company

- **Editor – (12/2020)**
- Preparing Detailed Daily Reports On Local And International News For The Riyadh Entertainment Authority
- Preparing Reports In The Powerpoint Program With Pictures, Percentages, And Statistics For Weekly News In The Social Media Programs Of The Space Authority In Riyadh.

Eastern Municipality Administration

- **Coop Trainee – (01/2019)**
- Working With The Internal Inspection Committee For Women's Stores And Salons
- Providing Detailed Weekly News About Events In The Region's Secretariat, Such As The Minister's Visit And The Opening Of A Project
- Preparing A Detailed Report On The Places And Visits We Make With The Eastern Province Secretariat

COURSES

- **Human Resources Management Course**
- **PMP Course**

LANGUAGES

- **Arabic** - Native
- **English** - Advanced