

Heba Mohammed Al Sayegh

Personal Information

Date of birth: 27/3/1991

Nationality: Saudi

Address: Al Hassa, Saudi Arabia

Marital Status: Married

Phone no: +966553242556

Email: heba_alsayegh@yahoo.com

Career Objective

To develop my efficient administrative skills, leadership skills, negotiation skills and competencies. Build relationships to take the lead in achieving of the organization's mission and vision. I am ready to work hard for the good of the company.

Education & Qualifications

Bachelor of Science from the faculty of Economics and Administration, King Abdul-Aziz University, Jeddah, 2014/ 2015

Specialization: **Business Administration**.

GPA: 4.65 / 5, Second Honors.

Scholarship to Edinburgh Napier University, Edinburgh, Scotland, UK, 2013

Diploma of Psychological Health, Middle East Academy for Training and Development, 2021

Experience

Ram Dental Care (Nov 27, 2021 – Jan 18, 2023)

Division: Management

Job Role: Branch Manager (Development and patients Relations Manager)

Work Location: Mubbaraz, Alyahya District, AlAlwan Tower first floor.

Description: Follow up the daily and monthly target for all dentists and discuss the obstacles and helped them to achieve the center monthly target. Contact with the CEO and escalate the important matters. Make request of the needs of the clinic and MOH mandatories.

Help employees to issue their visa or renew their iqama and make bookings for the vacations, issue the warning letters and apply it with the coordination of HR. Supervise on Doctors, customer service managers and reception employees and get the reports on daily base and the housekeepers as well.

Prepare the reports and collect all data about the flow of patients and compare it with the profit and the offers, contact with marketing and discuss with them the ideas to develop the offers and the response of customers for it. Contact with patients and solve their issues either related to payment or the medication. Solve the issues related to salaries discrepancies of employees with HR. Issue the license for doctors and nurses. Contact with the contract companies and coordinate with them to provide new employees. Solve the issues related to insurance. Make sure of matching for all Ministry of health standards and policies. Attend meetings with MOH about the patients' complaints or financial penalties. Raise tickets for IT issues or maintenance. Minimize the cost of the center.

Almulhim Limited Co. (Nov 1, 2020 – Aug 1, 2021)

Division: Administration

Job Role: A secretary

Work Location: Hofuf, Almulhim Tower 8th floor

Description: My tasks were to facilitate personal matters such as booking government appointments, Book travel tickets and accommodations, create permits, book medical appointments , paying bills and making reports of expenses, create bank checks, customs clearance for goods that imported from China such as furniture, follow up with contractors and discussed the designs ,paying construction debts ,Buying and selling stocks, Send SAMSA dispatches and track them, making orders from Online and follow-up, asking for quotations from abroad for some products and compare them with the local price, follow up on shipments coming from China.

Schlumberger Middle East S.A. (Nov 19,2017- Nov 19,2018) Division: Procurement and Sourcing

Job Role: Procurement Specialist

Work location: Dhahran, King Abdul-Aziz St. /DOSB

Description: Had experience in negotiation with suppliers and compare contracts prices to get the exclusive offers for SLB employees, then worked on one-click to issue the PO (Purchase Order) and doing GR (Good Receipt). I worked on organizing events, ceremonies and fare well also worked on Saving Project to support the company by reducing the cost and get the credit notes from suppliers then booked it in Ariba System and I've been working on reconciliation to clean up the supplier issues and analyze the reasons of rejection then resolve it with cooperation with the buyer in KL, Malaysia. After that I have been handling the employees housing and OFS.

TATA CONSULTANCY SERVICES (Nov 8, 2015-Feb 15, 2017)

Division: Finance, Accounts Payable

Job Role: Vendor Management Processor

Work location: Riyadh, Olaya Road/ Akaria II-Gate No 9 or 19, Floor No 6

Description: Stayed there for 2 months before leaving to Dhahran, had Training sessions in Vendor Management, PO and non-PO invoices for JHAH. Also worked a week for JHAH in Medical Referrals to help HR department, then went for Assignment to Dhahran to learn the Processing of how to register the Vendors in SAP System. After return from JHAH assignment continued practicing of what I have learned there.

JOHNS HOPKINS ARAMCO HEALTHCARE (Jan 3-Jun 02, 2016)

Division: Supply Chain Management

Job Role: Vendor Liaison Coordinator Work location: Dhahran, Bldg.60

Description: Stayed one week with Finance Department and trained on CME Expense Reports and Business Travel then transferred to supply chain and started working on vendors agreements. During the transition I Monitored incoming emails and phone calls from vendors and internal staff then recorded the information in Microsoft excel, maintained purchase order folders and supporting documents. And had SAP Integration Testing sessions, after SAP is going live, I have registered the vendors and employees in JHAH system to issue vendor ID and made updates on their profiles.

SAUDI ARAMCO COMPANY - Summer Training Program B (Jun 9-Jul 31, 2014)

Admin area: Materials supply, Organization title: Contracting Services Division

Work location: Dhahran, North park2, Bldg.3301

Description: During the training I learned how to perform all necessary data entry and created reports for management review, corrected and maintained supply database. Also attended workshops about interesting topics like MOOC learning, health and safety.

Courses & Certificates

• Basics of brain health	9/4/2025
• Mobile photography	18-20/12/2024
• Inventory and Purchasing Management (Supply chains)	12/11/2024
• How to find your passion	17/10/2023
• Iphoneography	13/08/2022
• Robots	02/11/2021
• Information Security	01/11/2021
• Fourth Industrial Revolution	27/10/2021
• The Science of Hiding Data	25/10/2021
• Job Requirements for Digital Majors Graduates	24/10/2021
• Cyber Security Basics	23/10/2021
• labor culture	13/10/2021
• Kotlin 101	14-16/09/ 2021
• Franchise	14/09/2021
• Cognitive ability test	05/09/2021
• Advanced excel skills	04-19/04/2021
• Product Pricing Strategy	20/10/2020

• The Functional Mentality	04/10/2020
• Labor Culture	29/09/2020
• International English Testing System (IELTS) Overview	15/09/2020
• Principles of financial accounting	06/09/2020
• Culture of telework technically	06/09/2020
• Culture of telework administratively	30/07/2020
• Leadership Essentials	08/04/2020
• New employee safety training	18/12/2017
• Executive Secretarial	23/10/2017-23/12/2017
• The Field of women's Employment	29/04/ 2015
• Photography Skills	12-14/10/2014
• License of Driving the Married Life	01-05/05/2014
• Development of Communication Skills in Dialogue	18/04/2014
• Success Techniques	10-12/03/2014
• Eight Secrets of Success	10-12/03/2014
• The Technique of Personal Interview and Resume Writing Skill	15/04/2013
• Employment before Graduation	03/04/2013
• New Job Opportunities Available for Women	26/02/2013
• English Language Program	27/12/2009-20/02/ 2010

Skills

- | | |
|-----------------------|--------------------------------------|
| • Communication | • Research & analyzing skills. |
| • Email writing | • Microsoft Office |
| • Work under Pressure | • Decision Making |
| • Problem Solving | • Leadership |
| • Innovation | • Competition |
| • Team Work | • Spoken Languages: Arabic & English |
-

References

Upon request.