

Jawaher Adel Albaz

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Summary

Motivated **MIS graduate from King Faisal University** with hands-on training experience at **Samsung E&A** in both Marketing-Business Development and Human Resources departments. Proficient in market research, dashboard creation, and compliance documentation using SAP Ariba, as well as HR platforms such as Qiwa and GOSI. Demonstrates strong organizational and communication skills, with a focus on supporting internal operations and enhancing team efficiency. Passionate about pursuing roles in recruitment, human resources, and employee support.

Education

King Faisal University | Al Ahsa, Saudi Arabia

Sep 2020 – Jul 2025

Bachelor's Degree of Management Information Systems.

Experience

HR Intern | Samsung E&A

May – Apr 2025

- Processed ESB (End of Service Benefit) payment requests Sep 2020 – Jul 2025.
- Supported recruitment and onboarding activities, including preparing job offers and coordinating medical examinations.
- Gained hands-on experience with QIWA and QOSI platforms for managing HR operations.
- Handled Saudization certificate request, GOSI invoices, HR related certificates.

Marketing Intern | Samsung E&A

Jan – Apr 2025

- Managed GOSI and Zakat updates using SAP Ariba, gaining expertise in supplier management and compliance workflows.
- Prepared project list and created market share analysis for EPC contractors, benchmarking competitors and identifying market positioning.
- Supported IKTV submissions and portal updates, gaining practical experience with compliance processes.
- Developed Excel dashboards to effectively track and visualize price trends for oil, gas, and raw materials.
- Compiled and delivered comprehensive weekly and bi-weekly market economy and macroeconomic reports for Saudi Arabia, Bahrain, Qatar, and Iraq to ensure alignment with market developments.

Certificate and Courses

Data Analysis (Microsoft Excel), Power BI | Technical and Vocational Training corporation

Career Essentials Program | Misk Hub.

Activates

Graduation Project

Nov 2024

Led the development of an educational platform targeting university students. Utilized business analysis tools and workflow modeling to gather and analyze requirements, followed by involvement in development and programming phases.

Social Entrepreneurship Bootcamp "Saham"

Sep 2024

Supported by the King Khalid Foundation. Promotes social entrepreneurship through interactive training to develop sustainable solutions.

CODE Labs Competition: "University Environmental Solution"

June 2024

Member of the Media Club

Oct 2024

Leader of Project and Development Unit.

Skills

- Market Research
- Market Analysis
- Communication
- Recruitment & Talent Acquisition
- Web Development
- Microsoft Office
- Adaptability
- Team Collaboration