

FARAH ALMUHAWIS

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OBJECTIVE

Motivated GRC professional with solid knowledge of Saudi regulations, compliance principles, and risk management frameworks. Skilled in supporting corporate compliance programs, monitoring regulatory adherence, and assisting with process improvements and automation. Familiar with ISO 27001 standards and committed to maintaining up-to-date knowledge of industry regulations. Eager to apply my analytical skills and a proactive mindset in dynamic organizations.

EDUCATION

Hail University, College of Computer Science & Engineering.
Management Information System, MIS.

LANGUAGES

Arabic
English

EXPERIENCE

FONTERRA | LOGISTICS COORDINATOR 2024 -2025

- Control and track inbound and outbound shipments locally and internationally.
- Laytime calculating, trucking coordination, contracts with warehouses, and dealing with port processes
- Monitor suppliers’ performance and follow up on relevant information such as quotations, POs, lead times, tracking details, invoices, etc.
- Identify potential suppliers and administer the supplier addition process.
- Communicate with customers effectively and address their needs related to outbound shipments.
- Handle needed approvals and government documents required for clearance of shipments including saber, duty exemptions, border authorization, bayan, etc.
- Perform and coordinate ERP shipping transactions accurately and in a timely manner, and adhere to quality, health, safety, and environmental regulations and policies.
- Measure and monitor relevant KPIs and pursue continuous improvement.
- Lead internal meetings related to transit shipments effectively.

GAMA HOSPITAL | IT COOP INTERN

- Organizing it equipment, creating\deleting user accounts, resetting passwords and access permissions.
- Troubleshooting basic network or printer issues.
- Help document procedures like laptop setup.
- List of any obvious risks and report findings weekly

CERTIFICATES & WORKSHOPS

- Professional Certificate for Certified Compliance Officer- CCO. The Finance Academy (under prosses).
- The GRC Professional Certification- GRCP. OCEG
- GRC Auditor Certification- GRCA. OCEG
- Certificate in IT Skills- CIT. TETEC.
- NIST Risk Management Framework and ISACA CRISC. Udemy
- ServiceNow GRC. Udemy
- Fundamentals- compelling communication. Fonterra
- Essential Cybersecurity Control - workshop

SKILLS

- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Cultural awareness
- Proactive & Adaptive
- Ethics & integrity
- GRC platforms knowledge
- Process improvement & automation
- Analytical thinking & Attention to detail