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Objective:

An executive secretary trained to do office duties and tasks, seeking an Administrative Assistant position to utilize excellent administrative and customer service skills in contributing to organizational efficiency.

Education:

- **Intensive English Language Program** (Jul- Dec 2019)
Portland State University, Portland, Oregon, USA
- **Associate degree in Executive Secretary**, GPA: 4.66/5 (2018)
The Institute of Public Administration, Dammam, KSA

Certificates:

The International English Language Testing System (IELTS) score 5

The Industrial Co-op Training Program, Berri Gas Plant Dept. (April-June 2018)

- Online Course – Excel for HR
- Online Course – Principles of HR

Experience:

Public Relations Coordinator | Momentum Saudi Limited Company | (2022 April - 2024)

- Managed truck appointments via FASAH and issued truck permits through Zawil platform.
- Processed E-Way bills (NAQAL platform) and ensured accurate reporting.
- Handled government platforms (Muqem, Tamm) for employee documentation.
- Prepared daily and monthly reports on operations and logistics.
- Coordinated medical claims processing, ensuring accurate documentation and follow-ups.

Human Resources Coordinator | Momentum Saudi Limited Company | (2024 April - present)

- Oversee onboarding and offboarding processes, ensuring compliance with HR policies.
- Schedule interviews and meetings with potential candidates and hiring managers
- Issue warning letters, maintain employee records, and update HR databases.
- Utilize SAP software to manage employee data and track leave records
- Maintaining and Organizing staff files and making sure they are secure.
- Experienced in using SAP to create Purchase Requisitions (PR), process Goods Receipts (GR), and park vendor invoices for approval.

Skills and Abilities:

- Administrative & Office Management
- Human Resources & Onboarding
- Government Platforms (Muqem, Tamm, FASAH)
- Document Control & Compliance
- Scheduling & Calendar Management
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Public Relations & Supplier Coordination

Personal skills:

- Time and projects management, public speaking and communication, data analysis, office managing and organizing, problem solving, self-motivation, self-learning, collaboration.
- **Languages:**
- Arabic (Native)
- fluent in English writing and speaking.

References:

Available upon request