

# Aisha Al-Shamrani

[Aisha369s@outlook.sa](mailto:Aisha369s@outlook.sa) — [alshamrani2020@icloud.com](mailto:alshamrani2020@icloud.com) — 0551195402 — Khobar.

I have 11 years of professional experience in business management in Aramco projects, in British banks, and an industrial company, with experience in dealing with multiple systems for the largest sectors. My ambition is to specialize in human resource management or in financial departments or business development and to increase knowledge on a personal, professional, and intellectual level, especially since my qualifications prepare me for this.

---

## PROFESSIONAL EXPERIENCE

### **Maaden Company - Senior Representative in Facilities Management and Human Resources 2024 to 2025 (Jubail).**

An important point for maintenance and operation companies for company employees is about regular and emergency requests and solving their problems.

### **Maaden Company Main office CEO Office with Deputy CEO and CEO - Senior Administrative Assistant - from 2021 to 2024 (Riyadh).**

Preparing reservations for the Vice President for travel and internal and international Conferences and coordinating for that. Coordination of meetings and conferences with ministries. Coordination of meetings inside and outside the company and international meetings. Create response letters for ministries to be delivered by mail, Work on confidential letters from ministries and all government sectors. Create a follow-up report on the status of letters with all departments in Maaden.

### **HSBC Bank and SABB Saudi British Bank with executive management. Executive Assistant from 2016 to 2021 (Khobar).**

Preparing daily sales reports in the executive management for all products and balances and sending them to the head office. Preparing all wealth and performance management reports RM, ARO, CRR. Managing the complaints system to transfer it to a branch. Delegated by the Area Network Branch Manager to mail to respond to important mail. Check the OPS team Ladies BR & HOL app before sending it to NSC. Prepare a formal report on the inconsistency of EPM, HOL and BR in EPM The RHP is authorized by the mail to respond to important mail. Reporting for the weekly meeting (RHP, 3 DMN) Manage all sales of cards and loans coming from the call center. Preparing weekly reports for wealth management. Covered and replaced

### **Saudi Oger Company Project Saudi Aramco Maintenance, Dhahran Administrative Assistant - from 2013 to 2015 (Dharan).**

I worked in Saudi Oger as an administrative assistant in the maintenance services department in Aramco with the chief engineer at the Saudi Aramco residence. I was responsible for following up a report for all engineers, issuing permits and entry cards for employees and equipment, and preparing weekly and monthly reports on the project's progress.

Al-Jari Transport Company Project Saudi Aramco Maintenance Administrative Assistant from 2015 to 2016 (**Khobar**).

I was working in the finance department and was responsible for the release. Aramco IDs for all types of fire.

## EDUCATION

King Faisal University Al-Hassa Distance Education Bachelor of Business Administration — 2019 GPA - 2.37

## CERTIFICATIONS

- 1-Certificate of incorporation in educational services provided by the Saudi Bank – Khobar.
- 2- Certificate Institute of Finance 88 out of 100% - 2017 - Damamm.
- 3-Certificate Recommendation from Saudi Aramco - Dharan.
- 4-Certificate Letter of thanks from Saudi Aramco - Dharan.
- 5-Certificate Recommendation from Bank SAAB - Khobar.
- 6-Certificate of (Gold Bridge) from King Faisal University - AL-Hassa.
- 7-Certificate of (Self-acquisition) from King Faisal University AL-Hassa.
- 8-Certificate of (communication skills) from King Faisal University- AL-Hassa.
- 9-Certificate of a course (Administrative assistant) From Saudi Oger Institute -Dubai.
- 10-Certificate of English Language Berlitz Institute -Khobar.
- 11-Certificate Training (Human Resources Management) Foundation of the Vocational and Technical Institute — Riyadh
- 12-Certificate of a training course (Cyber Security Course) Institute and Technology Institute — Riyadh.
- 13-Certificate Microsoft Excel Intermediate Level Course Maaden Academy - Riyadh.
- 14-Certificate Microsoft Excel Advanced Level Course Maaden Academy — Riyadh.
- 15-Certificate Training - (Communication, Persuasion and Influencing) BTS Institute -Riyadh.
- 16-Certificate Training (Strategic Internal Communication Skills) BTS Institute - Riyadh. 17 -Certificate master commutations the art of advanced communication persuasion 2023 Strategic internal communication 2023 — Riyadh.
- 18-Certificate Safety course Ergonomics and human factors in occupational safety 2024- Jubail.
- 19-Certificate Advanced in Human Resources - King Fahd University of Petroleum and Minerals - Dharan - 2025.

20-Certificate Attendance for the specialized assistant exam in international human resources management (APHRI) – 2025.

## E- LEARNING COURSE:

SAP Global Standards - 2017  
Anti-Money Laundering - 2017  
Bribery and Corruption (Do the Right Thing) - 2017  
Reputational Risk - In Your Hands - 2017  
Protecting Our Information - 2017  
Sanctions (Strong, Safe and Secure) - 2017  
Operational Risk - The Big Picture - 2017  
Email Security and Phishing Recognition - 2017  
SAP - Reputational Risk Management - 2018  
My Promotion: Outlook - 2018  
Awareness of Business Resilience - 2018  
SAP Global Standards - 2018  
Email Security - 2018  
Operational Risks - 2018  
Protecting Our Information 20

## SYSTEMS WORKED:

Microsoft Office.

System bank (HUB, SFE, HUBAPP).

CRM Application Software.

SAP System in Saudi Aramco.

Oracle Finance System.

Procurement system software.

