

# Alla Alfrgadain Omer Alsimet

Riyadh, Saudi Arabia | +966552284584 | Allaalfrgadain92@gmail.com |  
LinkedIn: linkedin.com/in/alla-alfrgadain-030374251

## ADMINISTRATION AND OPERATIONS OFFICER

Administrative and Operations Officer-focused professional with an engineering background and over 5 years of experience in operations, administration, insurance coordination, payroll processing, and financial support. highly skilled in documentation control, reporting, stakeholder coordination, and operational governance. proven ability to support management, streamline processes, and ensure compliance within corporate and engineering environments.

## WORK EXPERIENCE

**BANI Limited Company – Riyadh, Saudi Arabia**

09/2024 - 11/2025

### Administration & Operations Officer

- Coordinated administrative and operational activities; maintained and controlled operational documentation, ensuring accuracy, traceability, and compliance with internal procedures.
- Managed end-to-end medical insurance operations and Improved follow-up processes with insurers and brokers, reducing claim delays and unresolved cases.
- Prepared leave and end-of-service settlements and clearances in coordination with relevant departments, ensuring accurate calculation and timely transfer of employee entitlements
- Entered and validated invoices and operational data in ERP / SAP systems, minimizing discrepancies and rework by Improving data accuracy.
- Acted as a central coordination point between operations, procurement, engineering, and finance teams and supported additional operational tasks as required.

**KYTR Engineering Architecture and Construction Company – Khartoum, Sudan**

01/2020 - 08/2024

### Operations & Finance Coordinator

- Managed client accounts, invoicing, and payment follow-ups.
- Coordinated payroll processing with a focus on accuracy and timeliness
- Prepared weekly financial and operational reports for management review.
- Recorded, monitored, and analyzed expenses to support cost control initiatives.
- Maintained accurate financial records to support audits and management decisions.
- Supported operational coordination across engineering and administrative teams.

**University of Khartoum – Khartoum, Sudan**

10/2019 – 04/2021

### Teaching Assistant (Administrative & Academic Support)

- Supported academic operations, including scheduling, documentation, and reporting.
- Assisted in preparing presentations, course materials, and assessments.
- Coordinated communication with students regarding deadlines, exams, and academic requirements.
- Maintained attendance records, grading documentation, and academic files.
- Supported exam administration and logistical arrangements.

Alla Alsimet

**Skoda Cars Workshop – MIG Company – Khartoum, Sudan**

+966552284584

04/2016 – 06/2016

### **Service Advisor (Operations Support)**

- Coordinated service appointments and customer scheduling.
- Monitored workflow tracking to ensure timely service delivery.
- Acted as a liaison between customers and technical teams.
- Supported operational efficiency and customer satisfaction initiatives.

## **EDUCATION**

---

### **M.Sc. in Engineering Management**

University of Khartoum, Khartoum, Sudan | 2018

### **B.Sc. in Agricultural Engineering**

University of Science & Technology, Khartoum, Sudan | 2014

## **PROFESSIONAL SKILLS**

---

- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Administrative & Operational Management.
- PMO & Project Support.
- Documentation Control & Reporting.
- Payroll & Financial Coordination.
- Stakeholder & Cross-Functional Coordination.
- Governance & Compliance Support.
- Process Improvement.
- Data Tracking & Analysis.
- Primavera P6 (Foundational).

## **PROFESSIONAL MEMBERSHIPS**

---

- Saudi Council of Engineers SCE.

## **PROFESSIONAL COURSES**

---

- Operations Management Professional, Jack Welch Management Institute.
- Foundations of prompt engineering.
- Project Management foundations.
- Primavera P6 Essential Training.
- SAP ERP Essential Training.
- Business Process Improvement

## **LANGUAGES**

---

Arabic: Fluent.

English: Professional working proficiency