

Yasmeen AlFaraj

Operation administrator

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Objective

I am eager to pursue a career path dedicated to enhancing workplace culture and driving employee satisfaction. I aim to leverage my academic knowledge and innovative ideas to create impactful engagement strategies that promote a collaborative and motivated workforce with strong passion for fostering positive employee engagement

Experience

FATHOM.IO

Operation administrator

2024- Present

- Managed the onboarding process for new employees, including:
 - Booking flights and accommodations for new joiners.
 - Communicating with Aramco to arrange IDs and car stickers.
 - Assisting new joiners on their first day to ensure a smooth transition.
 - Filled in timesheets for employees and monitored the approval process to ensure timely payment from Aramco.
 - Kept compliance documents up to date and managed renewals to maintain regulatory standards.
 - Bank Enrollment for Employee Loans
 - enrolled the company with banks to facilitate employee financial loans, providing staff with essential financial support options.
- Registered Companies as vendors, expanding our network and enhancing collaboration opportunities.
- Procured necessary supplies, assets, and vendors for ongoing projects, ensuring all requirements are met promptly and efficiently.

Air Products

Procurement Administration

2022-2023

- **Managed Manpower Timesheets and Invoices:** Oversaw the accurate tracking and processing of employee timesheets, ensuring timely and precise payroll and budget management.
- **Processed Logistics and Procurement Invoices:** Reviewed and verified invoices for logistics and procurement, ensuring compliance with contracts and facilitating timely payments to vendors.
- **Identified and Evaluated Potential Suppliers:** Conducted market research to identify and assess potential suppliers, evaluating quality, reliability, and cost-effectiveness to enhance the supply chain
- **Created and Processed Purchase Orders:** Generated and managed purchase orders, specifying details such as quantities and pricing, to ensure efficient procurement and inventory management.

Chalhoub Group

Talent Acquisition

2021-2022

- **Sourced Candidates:** Utilized various platforms and networks to identify and attract qualified candidates for open positions, enhancing the talent pool for recruitment such as Linked in, indeed, Gulf Talent, and held interviews at Taqat for job seekers.
- **Screened Candidate Profiles:** Conducted thorough evaluations of resumes and applications to shortlist candidates based on qualifications and fit for specific job roles.
- **Interviewed Candidates:** Led interviews for job seekers, assessing skills and cultural fit to ensure alignment with organizational needs and values
- **Participated in Al-Asala Job Fair:** Represented the company at the Al-Asala Job Fair, promoting employment opportunities and engaging with potential candidates to strengthen the recruitment pipeline.
- **Handled Job Offer Requests:** Managed the preparation and delivery of job offers, ensuring clarity and professionalism while coordinating with candidates throughout the offer process.

Halliburton

HR Trainee CO-OP

2021-2021

- Responsible for GOSI requests for employees
- Handled employee documents and data entry
- Raised requests for employees such as Payroll, Termination, Resignation, and Warning letters.

Education

Prince Mohammed bin Fahad University

Khobar, Sharqiyah

2017-2021

Major : Human Resource | Bachelor Degree

Prince Mohammed bin Fahad University

2023- Present

Khobar, Sharqiyah

MBA Student

Skills & abilities

- Engagement
- Collaboration
- Communication
- Excellent Public Speaker