

EDUCATION

University of Modern Science

Business Administration - English Department (2011 - 2015).

AMIDEAST – U.S.A Embassy

TOEFL

WORK EXPERIENCE

First line for construction & oil services

Procurement Officer - 2019

- Developing plans for purchasing equipment, services, and supplies.
- Keep contact with the NGOs\INGs to follow up tenders.
- Maintain records of purchases, pricing, and other important data.
- Negotiate the best deal for pricing and supply contracts.
- Ensure that the products and supplies are high quality.
- Create and maintain good relationships with vendors/suppliers.
- Make professional decisions in a fast-paced environment.
- Review and analyse all vendors/suppliers, and price options.
- Follow up the plans and the suppliers.
- Follow up the trips of the trucks.

Yemeni Saudi Company for metal industries

Procurement and admin Assistant -2018

- Managing diaries and making appointments.
- Booking and arrange dates.
- Preparing and distributing papers and documents for meetings.
- Circulating agendas and reports .
- Maintaining effective records and administration.
- Ensuring meetings are effectively organized .
- Maintaining filing system
- Answering the phone and answering inquiries
- Photocopying and printing Archiving the cv.s

Angham Al-Shaibani

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anghamalshaibani@gmail.com

Sana'a – 30th street

Date of birth : 1994/13/7

PROFILE

Executive & multi-tasking procurement and logistic Assistant with four years administrative assistant and commercial correspondence excellent in preparing tenders and PO's.

Skills

Persuasive skills

Work under stress

Problem Solving.

Time management

Decision Making.

social relationships

Team work

Professionalism

Result – Oriented



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WORK EXPERIENCE

Tariq Foundation for Civil Works Procurement Assistant 2014-2016

- Supplier Evaluation.
- Interviewing vendors
- Visiting supplier plants distribution centers
- Attending Trade shows , conferences and meetings .
- Unrolling Analysis of price proposal
- Collaboration with suppliers for Agreeing Upon polices
- Monitoring and evaluation of unrolling contracts

DR- Naema website for Family and Child Programs online marketer -2016

- Managing the organizations Social Media accounts & ensuring all copy is relevant for the different platforms.
- Updating the website www.drna3ma.com
- Manage the content diary for social media content.
- Keeping up to date with changes and advances in social media and advising on new channels and approaches to adopt.
- Monitoring social media for company mentions and engaging with customers where relevant.
- Manage the company's email marketing campaigns and all the accounts related to the website (Facebook- twitter-Instagram)
- Answer all the inquiries via calls

Weavers for Marketing and Advertising Procurement and admin Assistant 2013-2015

- Reserving and booking halls
- Buying stationary for all marketing and advertising materials .
- Preparation of payment for all agreements (Rentals, Water Supply, ETC)
- Handles the Incentive Workers and casual labors.
- Prepares casual labor documentations and contracts for all programs



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WORK EXPERIENCE

OYOL initiative (Our youth our life)

Admin Assistant - 2011

- Collaborate with the whole project team, for contributing the entire project lifecycle.
- Organize & monitor schedules and follow deadlines
- Help discern requirements and assign tasks to team members Complete any necessary administrative tasks, such as research and email.
- complete projects and follow up the whole task.
- Collaborate with the whole project team, for contributing the entire project lifecycle.
- Organize & monitor schedules and follow deadlines.
- Help discern requirements and assign tasks to team members Complete any necessary administrative tasks, such as research and email.
- complete projects and follow up the whole tasks

TRAINING COURSES

- Windows operating system , Excel , PowerPoint,Word Outlook.
- YLDF Diploma of documentaries films production & direction from the Youth Leadership Development Foundation–in partnership with OXFAM
- Intensive training course (Free Business Management Diploma) approved by Canadian center Montreal – Canada.
- Training course in Advanced Management – MEP
- Training course in Project Management Professional (PMP)
- Training course in Daily Skills presented by Dr. Adnan Alsada- IFC.
- Your Private Project program – International Trainer: Adel Alnimri
- Solving problems & making decision course presented by Dr. Adnan Alsada – IFC
- Special course in Life Engineering - Ibn Sina University.