

## Professional Summary

I have over 19 years of experience in HR, Management, Legal, Finance and Materials in Jordan and Kuwait.

Hardworking and multi-experienced employees focused on completing work on time to consistently exceed targets and I am looking for new opportunities and challenges to go beyond basics, improving processes and achievements in addition to increasing customer satisfaction.

## Personal Details:

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## Educational Qualifications:

2016 : Diploma equivalent to Master Chartered Human Resource Consultant (CHRC)  
 Chartered Association of Business Administrators (CABA) - Canada  
 2005-2008 : BA Political Science  
 The University of Jordan (UJ) – Jordan

## Work Experience:

**June 2024 – Now**

➤ **Freelancer as HR Consultant**

- Establishing and updating the HR forms and policies.
- Check the Legal Compliance for Internal Policies and Procedures.
- Train and support Team to implement new procedures.
- Free Labor Law consultation.
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**Feb 2023 – May 2024**

➤ **Flare Petroleum Services Co. W.L. L (Kuwait)**

Feb 2023 till May 2024: **Technical Assistant**

- Handling the HR Process: Recruitment, managing employee relations, Payroll, managing compensation and benefits, handling disciplinary needs, ensuring compliance with labor laws and regulations, Handling training programs, developing a talent acquisition (TA) strategy and following Employees' career development in Addition to follow up the GRO Team regarding company documents.
- Supporting the Top Management: Prepare and discuss the daily and monthly reports, supporting preparing the HSE Training and Company policies as the code of conduct, laws and core of values.
- Support the Finance Team with monthly reports about the department process and development in revenue and cash in flow
- Handling the Tendering Process from A to Z by following up the new Bids, Tenders and Budgetary Quotations and analyzing them depending on the local and international market needs.
- Finding new sales channels such as: Manufacturers, Vendors, or Suppliers.
- Analyze the tender: Check requirements, find suppliers or Manufacturers and discuss with Team the potential opportunity.
- Prepare the Tender Administration, Financial, Technical and approvals requirements.
- Handling the Logistic and Insurance Tender requirements.
- Following the POs, Contracts and Delivery with Supplier, Logistic Companies and Client.
- Following the HSE shipment part and delivery in addition to DN, invoicing and payment.
- Supporting the Management to do new manpower contracting with local companies in oil and gas and working to get them as approved contractor and supplier in governmental sector.

**July 2017 – Sep 2022****➤ Schlumberger Oilfield Eastern Ltd. (Kuwait)****Sep 2021 till Sep 2022: Materials Supervisor & Operation Integrity (OI) Champion**

- Lead, direct, train, and manage a team (Storekeepers and Materials Specialists).
- Ensure compliance with established procedures and company standards to maintain effective control over the physical product flow and storage for the warehouse and other inventory areas.
- Ensure purchase order closure until reception in the Warehouse Management system (monitor open purchase order and invoiced-not-received reports).
- Support the identification of intercompany redistribution opportunities and the translation of the opportunities into actual transfers, ensuring quality controls are executed and are compliant with the company procedures.
- Perform periodic reviews of exception reports to maintain data integrity in the Warehouse Management System, including but not limited to discrepancies between systems, unit price, aged open/failed/pending for approval/unmatched transactions, and inactive parts.
- Perform Cycle Count and Periodical Physical Counts: Plan Creation/Posting of Adjustments/Root Cause and reporting according to the global procedure.
- Evaluate the feasibility of vendor-managed model implementation and manage the process in cooperation with the sourcing and procurement organization.
- Maintain relevant configuration parameters specific to assigned warehouses in the Warehouse Management System, within the boundaries of the security profile/role.
- Perform periodic reviews with operation to control DSOH, Lead Time and materials movement flow.
- Prepare and provide monthly reports as required by management.
- Update and communicate KPIs and best practices to the team and key Division parties.
- Follow up all service quality and QHSE audits in addition to training new members in how to create valued reports in Quest.
- Support HSE Team and train the new Supply Chain employees as per the manual.

**Apr 2021 – Aug 2021: Logistic Specialist**

- Ensure compliance with safety, security, regulatory and company policies.
- Coordinate with shipping forwarders to obtain and update the shipment tracking formation for end users.
- Communicate with hub\service and other functional areas to resolve problems in a timely manner.
- Perform organizing, shipping and delivering goods worldwide in a smooth, timely and cost-effective manner.
- Coordinate with hub team, store team and send\ received locations to make sure we close logistic cycle.
- Report in the system any incident and follow up.
- Prepare and review a monthly report about Logistic financial statement.
- Analyze the shipment data and compare alternative options with current ones.
- Working on PI, PL, AWB, CI and clearance procedures.

**Nov 2019 – Mar 2021: Domestic Logistic Specialist**

- Receive all the requests from Business Lines to arrange trips.
- Merge all possible trips to\from the field\ base to reduce cost and time.
- Ensure compliance with safety, security, regulatory and company policies.
- Analyze the load, dimensions, distance and receiving time to reduce costs, potential NPT and risk.
- Make sure all drivers are trained as per SLB procedures and have the required passes for them and their vehicles before approving the trip.
- Make sure all contractors\ vehicles are under a valid contract.

**July 2019 – Oct 2019: RCG Field System Assistant**

- Ensure compliance with safety, security, regulatory and company policies.
- Coordinate with segment and other business line in KW and GCC to arrange for operation plan.
- Follow up all operation tickets with engineers, sales, finance and KOC and make sure all data is entered in the system.
- Coordinate with different internal and external channels to follow up the official documents, licenses and Logistic such as: Radiation and Explosives.
- Communicate with governmental department related explosive shipments.
- Communicate with MOH related radiation.

**Apr 2018 – Jun 2019: Field System Assistant (FSA)**

- Ensure compliance with safety, security, regulatory and company policies.
- Coordinate with segment and other business line in KW to arrange for operation plan.
- Coordinate with different internal and external channels to follow up the official documents and licenses such as: Radiation and Explosives.
- Communicate with governmental department related explosive shipments.
- Communicate with MOH related radiation.
- Arrange for client meetings and follow up all operation and sales faxes.
- Handling HR process for the segment: recruitment, payroll, relocation and accommodations in addition to internal and external trainings.

**July 2017 – Apr 2018: Segment Admin**

- Ensure compliance with safety, security, regulatory and company policies and follow up the safety procedures with HSE.
- Make sure team overtime in the system as per SLB policy.
- Coordinate with new hired\ relocated team to finalize their process starting with visa until they get residency for them and their families.
- Follow up all administrative work: emails, faxes, internal meetings and follow up on the action items.
- Kuwait Oil Company (KOC) gates pass for employees and vehicles.
- Coordinate petty cash and control with the finance team.
- Create all required POs on behalf of the business line.
- A bridge between the business line team and centralized functions in head office.
- Coordination between business lines and suppliers.
- Arrange all required facility work with facility team and subcontracting companies.
- Help with all visa types and procedures to issue permits and residency.
- Arranges travel and accommodation for executives.

**Aug 2016 – Jan 2017****➤ Chairman Executive Secretary & In Charge HR Manager - Invest Construction Co. (Kuwait)**

- Review and update HR strategy and policies.
- Handling employment process (recruiting, job description, policy and procedure, training, and end of indemnity).
- Build Job description with manual for each position with the appraisal forms.
- Training, counseling, and coaching our staff.
- Conducting performance and wage reviews.
- Build the matrix and work on petty cash & Payroll.

**2015****➤ HR Manager - Ultra Vision for General Trade & Contracting Co. (Kuwait)**

- Handling employment process (recruiting, job description, policy and procedure, training, and end of indemnity).
- Build Job description with manual for each position with the appraisal forms.
- Conducting performance and wage reviews.
- Build the matrix and work on petty cash & Payroll.

**Mar 2013 – Feb 2014****➤ Logistic Manager and Office Manager - Al-Nouah Food Manufacturing & Trade Co. (Jordan)**

- Planning and monitoring in-bound and outgoing deliveries.
- Research, Selection carriers and negotiating contracts and rates.
- Updating and evaluating metrics to assess performance and implement enhancements.
- Ensuring all operations adhere to laws, guidelines, and ISO requirements.
- Finalizing governmental documents such as: PI, PL, AWB, CI and clearance procedures with chamber of commerce and other departments.

**Nov 2008 – Apr 2011****➤ Administrative assistant in the HR Department - Alpha Flight Services for Catering (Jordan)**

- Assist HR managers with recruitment, maintain employee records, assist with payroll processing, and provide administrative support to all employees.
- Handling private\ governmental medical and life insurance.
- Support financial manager to analyze recruitment process and salary scales.
- Handling governmental approvals for employees before hiring and ensuring they have valid airport passes once hired.

- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars with the internal QA department and outsources.
- Perform orientations and update records of staff.
- Keep up to date with the latest HR trends and best practices.
- Monthly review with Finance, Production, Legal and QA to update needs and HR process and plan.
- Follow up HACAP, Hygiene, QA, and QC monthly reports.

**Sep 2005 – Jun 2008**

➤ **Instructor and Emancipator - The University of Jordan (Jordan)**

- Political Science and Media instructor in both: Arabic and English.
- Working as an Emancipator in the Student Voice newspaper.

### Languages and Computer Skills:

Language/ Skill	Reading	Writing	Speaking
Arabic	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
French	Intermediate	Beginner	Beginner
Dutch	Intermediate	Beginner	Beginner
Computer skills	Excellent in MS Office and Internet		

### Courses:

Jan 2025	➤ Educational License for Nursery Teacher (Happy Land Institute for Applied Education & Training – KW)
Aug 2022	➤ Fostering mentoring Relationships (Schlumberger – Kuwait)
Aug 2022	➤ Six Sigma and Lean (Schlumberger – Kuwait)
Aug 2022	➤ Business Productivity Tools - 4 Levels (Schlumberger – Kuwait)
Aug 2022	➤ Customer Service - 2 Levels (Schlumberger – Kuwait)
Aug 2022	➤ Professional Communication - 7 Levels (Schlumberger – Kuwait)
Aug 2022	➤ Life Saving Rules (Schlumberger – Kuwait)
Aug 2022	➤ E&C Introduction of Human Rights (Schlumberger – Kuwait)
Jun 2022	➤ Mental Health 4 - Emotional Intelligence (Schlumberger – Kuwait)
Jun 2022	➤ Mental Health 5 - Resiliency Stress Management (Schlumberger – Kuwait)
Jun 2022	➤ Mental Health 6 - Assist & Ask for Help (Schlumberger – Kuwait)
Mar 2022	➤ First Aid Level 2 (Schlumberger – Kuwait)
Feb 2022	➤ Workshop Safety Level 1 (Schlumberger – Kuwait)
Feb 2022	➤ Mental Health 1 - Good Mental Health (Schlumberger – Kuwait)
Feb 2022	➤ Mental Health 2 - Myths & Realities (Schlumberger – Kuwait)
Feb 2022	➤ E&C FP24 (Schlumberger – Kuwait)
Feb 2022	➤ Mental Health 3 - Reducing Stigma (Schlumberger – Kuwait)
Feb 2022	➤ E&C Code of Conduct (Schlumberger – Kuwait)
Jan 2022	➤ Commentary Task Assessment - CTA (Schlumberger – Kuwait)
Jan 2022	➤ DROPS Level 1 (Schlumberger – Kuwait)
Jan 2022	➤ Electrical Safety Level 1 (Schlumberger – Kuwait)
Jan 2022	➤ Environment Level 1 (Schlumberger – Kuwait)
Jan 2022	➤ Fire Safety Level 1 (Schlumberger – Kuwait)
Jan 2022	➤ Health and Hygiene Level 1 (Schlumberger – Kuwait)
Jan 2022	➤ Permit To Work Level 1 (Schlumberger – Kuwait)
Jan 2022	➤ Hazardous Materials Level 1 (Schlumberger – Kuwait)
Dec 2021	➤ Working from Home (Schlumberger – Kuwait)
Nov 2021	➤ E&C Data Privacy & Protection Level 1 (Schlumberger – Kuwait)
Nov 2021	➤ Pressure Level 1 (Schlumberger – Kuwait)
Nov 2021	➤ Site HSE Induction/Orientation (Schlumberger – Kuwait)

Nov 2021	➤ PPE Level 1 (Schlumberger – Kuwait)
Nov 2021	➤ Lock-Out Tag-Out Level 1 (Schlumberger – Kuwait)
Nov 2021	➤ Mechanical Lifting Level 1 (Schlumberger – Kuwait)
Nov 2021	➤ Mechanical Lifting-4 Pillars (Schlumberger – Kuwait)
Nov 2021	➤ Emergency Response Drill: Evacuation (Schlumberger – Kuwait)
Sep 2021	➤ Substance Abuse Level 1 (Schlumberger – Kuwait)
Mar 2021	➤ QUEST Level 2: Registered User/Manager (Schlumberger – Kuwait)
Jan 2021	➤ QUEST Level 1: User (Schlumberger – Kuwait)
Feb 2019	➤ First Aid Level 1 (Schlumberger – Kuwait)
Jan 2019	➤ NEST Employee Safety Training (Schlumberger – Kuwait)
May 2018	➤ SIPP Level 1 (Schlumberger – Kuwait)
May 2018	➤ SIPP Level 2 (Schlumberger – Kuwait)
Feb 2018	➤ Fatigue Management Level 1 (Schlumberger – Kuwait)
Feb 2018	➤ Hazard Identification Level 1 (Schlumberger – Kuwait)
Feb 2018	➤ HSE Induction (Schlumberger – Kuwait)
Feb 2018	➤ Introduction to The Blueprint (Schlumberger – Kuwait)
Feb 2018	➤ Vehicle Passenger (Schlumberger – Kuwait)
May 2022	➤ TCC Essentials (Schlumberger – Kuwait)
Jan 2022	➤ TCC Movement of Goods (Schlumberger – Kuwait)
Dec 2019	➤ GHS (Global Harmonized System) Level 1 (Schlumberger – Kuwait)
Apr 2022	➤ IT Security Phishing (Schlumberger – Kuwait)
Jan 2022	➤ IT Security Top 12 (Schlumberger – Kuwait)
Sep 2021	➤ IT Software Compliance (Schlumberger – Kuwait)
Oct 2021	➤ Introduction to Do it Right (Schlumberger – Kuwait)
Feb 2018	➤ SQT Introduction (Schlumberger – Kuwait)
Aug 2018	➤ Excellence in Receivable Management (Schlumberger – Kuwait)
Feb 2022	➤ Respect in the Workplace – Global (Schlumberger – Kuwait)
Nov 2021	➤ Hands-Free Tools: Part 5 (Schlumberger – Kuwait)
Oct 2020	➤ Workstation Ergonomics Assessment (Schlumberger – Kuwait)
Oct 2021	➤ TCC SRAP Awareness Level 2 (Schlumberger – Kuwait)
Dec 2019	➤ Q-Investigation Level 2 (Schlumberger – Kuwait)
Sep 2019	➤ SQ/PQ QHSE Standard S002 update (Schlumberger – Kuwait)
2016	➤ The CTC Updated Laws for 2017 and The Tender Contracts (Global Experts Inst. – Kuwait)
2015	➤ How to write a legal documents and infractions (Seattle International Institute for Training – Kuwait)
2015	➤ Kuwait Labor Law for the Latest Update 2015 (Seattle International Institute for Training – Kuwait)
2007\ 2008	➤ How to Treat with Others & Get Friends (The Community Service Office – Jordan)
2007	➤ Political Development for Girls (Youth High Council with Princess Basmah Bent Talal – Jordan)
2007	➤ German Language: Dutch (Language Club at the Deanship of Student Affairs – Jordan)
2007	➤ Controlling Emotions (King Abdulla II Fund for Development – Jordan)
2007	➤ Trading in Stock Market (King Abdulla II Fund for Development – Jordan)
2007	➤ Morals of Work (Injaz – Jordan)
2007	➤ How to Be a Leader (Injaz – Jordan)
2007	➤ Success Skills (Injaz – Jordan)
2006	➤ French Language (Language Club at the Deanship of Student Affairs – Jordan)
2006	➤ Self-Steem (King Abdulla II Fund for Development – Jordan)
2006	➤ Citizenship Project (The Community Service Office – Jordan)
2005	➤ Creative (The Community Service Office – Jordan)
2000	➤ Internet (Spider Net Center)

**Skills:**

- Leadership
- Project Management
- Finance and Accounting
- Process Improvement
- Legal and HR
- Communication skills
- Vendor Management
- Business Administration

**Voluntary Work:**

- Language Partner with foreign students at the Language Center (UJ) and Making orientation with new students at UJ for both Arabs and Foreign
- Help disable people at UJ.
- Management Stuff at Community Service Office.
- Member in the search group of Strategic Searches Center (UJ), and UN University for research “Democracy in the Middle East” for 3 months.
- Student Council active member at the activities department (UJ).
- Active Women Connect Member in KW.