

# LUJAIN H.JAMAL HARIRIE

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## OBJECTIVE

To obtain a position that will develop my skills and expand the horizon of my knowledge and experience.

## EXPERIENCE

**2021-Current**

**Admin Assistant, Deputyship of Shared Services**, The Royal Institute of traditional Art

- Monitoring and supervising the performance of the different departments: Procurement, Finance, IT and General services.
- Monitoring the progress of the deputyship tasks and projects on a weekly basis.
- Providing PMO with weekly updates on the progress of the Deputyship.
- Working on the development of the policies and procedures of different departments.
- Working with procurement departments on drafting RFP, Issuing RFP and reviewing proposals.
- Secretary of the proposal review committee – Procurement.
- Supervising the day to day tasks of the head Deputyship of Shared Services.

**2020 – 2021**

**QUALITY SUPPORT**, ARAB OPEN UNIVERSITY

- Working on a project in collaboration with SASO ( to enhance the governance of several departments: HR, Training and development and procurement by developing and enhancing their processes and procedures.
- Developing KPIs and analyzing the targeted and actual performance of several departments

**2018 – CURRENT**

**CONSULTANT FOR SME'S**

Working closely with a number of Small Business Entrepreneurs in the Saudi Market and advise them on best practices from strategy, marketing, HR, etc.

**2018 – CURRENT**

**COURSE COORDINATOR**, COLLEGE OF BUSINESS • ARAB OPEN UNIVERSITY

Coordinating all activities related to different courses within the College of Business with all AOU branches worldwide. Ensuring the quality and the standards of the delivered educational materials.

**2015 – CURRENT**

**LECTURER, COLLEGE OF BUSINESS • ARAB OPEN UNIVERSITY**

Teaching, mentoring and communicating study materials for Strategy, Operation Management, Marketing, , Quality Management, Economy, Information Management, Accounting and Human Resource Management.

**2012 – 2013**

**EXECUTIVE COORDINATOR, ARAB GULF PROGRAM FOR DEVELOPMENT**

Coordinating various project within AGFUND and HRH Prince Turki Bin Talal executive office. Communicating and engaging directly with different partners to initiate, plan, execute monitor, control and close many initiatives and projects of HRH and AGFUND. Managing challenges and supporting changes and crisis.

## **EDUCATION**

**2013 - 2015**

**MASTER OF BUSINESS ADMINISTRATION MBA, AL-FAISAL UNIVERSITY**

GPA 3.69 out of 4 (Second Honors Degree)

**2006 - 2012**

**BACHELOR IN BUSINESS ADMINISTRATION STUDIES/SYSTEM, ARAB OPEN UNIVERSITY – RIYADH**

GPA 3.63 out of 4 (Second Honors Degree)

## **TRAINING AND COURSES**

**2021**

**Expenditure and projects efficiency Authority**

Local content preferences mechanism  
Spare Parts items estimation procedures  
Government tenders and procurement law

**ORACLE workshop on ERP System**

Introduction on ERP System relevant to procurement and financial process

**2020**

**PROJECT MANAGEMENT PROFESSIONAL (PMP)**

35 PMI Approved Contact Hours / PDU Certificate

**2018**

**TRAINING OF TRAINERS (TOT)**

Education for Employment - Global

The Art of Leadership and Building Leadership  
Personality The Financial Awareness and  
Saving

## **SOCIAL AND VOLUNTARY WORK**

### **2020**

Communication in Virtual Teams webinar

### **2019**

Conduct series of lectures online for communication online and its challenges and how to overcome them.

Power of experience Seminars

### **2013**

Seminar to motivate fresh graduate and provide them with guidance on how to start their career successfully

### **Syrian Refugees Support Projects**

Participating in supporting the Syrian refugees in their crisis in 2013 through running multiple projects as part of working with HRH Prince Turki ben Talal

## **SKILLS**

- Computer and Microsoft Skills
- Project Management
- Communication Skills
- Teamwork

## **References**

Available upon request