

Bandar A. Al-Hazmi
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DISCIPLINE:

Business Administrator

SUMMARY:

I have experience working with Saudi Aramco over 25 years, total experience as HR / Administration working for Saudi Aramco Departments and projects. I have gained considerable knowledge and experience in Human Resources, Employment and Management administration.

QUALIFICATIONS:

Apprenticeship Program for about 3 years with Saudi Aramco after High school completion.

50 hrs. With Arab Open University (Business Administrator)

CAREER HISTORY:

Jan 2013 – Mar 2015

Business Administrator (Project Management -Saudi Aramco)

Responsibility and Duties:

- Conducts administrative/business-related matters for assigned.
- Directs project control/support activities, such as cost control and scheduling
- Provides support for assigned project(s) by ensuring coordination with other Saudi Aramco organizations such as PMOD, IT, Transportation, Finance, Industrial Relations, Material Supply, etc.
- Monitors and controls contract administration, ensuring that business aspects of contracts are conducted according to good business practices and that Saudi Aramco requirements are fulfilled.
- Ensures that the division's and Saudi Aramco's reporting and budgeting requirements are maintained, and ensures the smooth flow of documents in and out of the division or project.
- Interacts with unit supervisors and division/department training coordinators on employee development matters

June 2010 – Dec 2012:

Staff Analyst Plng & Prog:

Responsibility and Duties:

- Assists in preparing departmental reports such as Business Plan, Operating Plan, Accountability Reports and other related reports for management review and endorsement.
- 2. Prepares charts, graphs and organizes relevant statistics in the preparation of management requested reports, studies and analyses, and usual presentations.
 3. Provides analyses and summaries, as assigned, of various departmental problems and issues, and presents findings to management.
- 4. Studies departmental accountability and budgeting procedures for refinements as to method, control, computerization opportunities, etc.
- 5. Provides guidance to department management and other personnel regarding budgeting and accountability procedures.
 6. Provides work direction to lower classified personnel as required.
- 7. Performs other related staff and analytical duties as requested.

Feb 1991 – May 2010:

Salary Administration (Personnel Dept. Saudi Aramco)

Responsibility and Duties:

- **Responsible for all Salary actions such Merit increase, Promotion, and employee data changes.**

**August 1988- January 1991:
Apprenticeship Program**

Training History:

ID	Course	Score	Started	Completed
&PWS-II	P&P PROGRAM WORKSHOP-II	PAS	12/01/2012	12/05/2012
Annual Inter	Annual International Total Cost Magmt		11/12/2012	11/15/2012
P&PWS-I	P&P PROGRAM WORKSHOP-I	PAS	11/04/2012	11/07/2012
P&P ORIENT	P&P PROGRAM ORIENTATION	PAS	11/03/2012	11/03/2012
BE-03	Conflict of Interest (Arabic Version)	PAS	06/04/2012	06/04/2012
IP IPS-07e	IPS - Support Services	PAS	05/22/2012	05/22/2012
MIS IP-01e	INFORMATION PROTECTION ESSENTIALS	PAS	05/14/2012	05/14/2012
FUNDOFQM	FUNDAMENTALS OF QUALITY MANAGEMENT	PAS	09/12/2011	09/12/2011
MIS CSL-01e	CSL FUNDAMENTAL E-LEARNING (CFe)	PAS	05/23/2011	05/23/2011
HR TMS-01	TMS COORDINATORS	PAS	03/30/2011	03/30/2011
Expos Quiz-e	Exposure to Blood Quiz-e	PAS	03/01/2011	03/01/2011
HR TEM CO01	TRAINING COORDINATOR COURSE	PAS	11/21/2010	11/21/2010
MS DA-01	MYSKILLS DEPARTMENT ADMIN WORK SHOP	PAS	10/23/2010	10/25/2010
Business Str	Business Strategy for HR Leaders		12/21/2009	12/25/2009
HR PMR 01	PMR PROMOTION AND MERIT REVIEW	PAS	02/05/2008	02/05/2008
GOOGLE PROD	GOOGLE PRODUCTIVITY	PAS	07/10/2007	07/11/2007
BLS/AED-ARAB	BASIC LIFE SUPPORT (HEARTSAVER)/AED ARAB	PAS	06/09/2007	06/09/2007
BASIC BUDGET	BASICS OF BUDGETING	PAS	10/03/2005	10/03/2005
LDD_crwc000	Creating World Class Customer Service	PAS	10/03/2005	10/03/2005
LDD_pngt000	Achieving Customer Satisfaction	PAS	10/03/2005	10/03/2005
SAP BASICS	SAP BASIC SKILLS	PAS	10/03/2005	10/03/2005
BLS/AED-ENG	BASIC LIFE SUPPORT (HEARTSAVER)/AED ENG	PAS	06/26/2005	06/26/2005
MGT 660001	BUSINESS WRITING	PAS	06/04/2005	06/08/2005
CMPT8046	SkillSoft Guided Tour (WEB)	PAS	04/30/2005	04/30/2005
SAP BASICS	SAP BASIC SKILLS	PAS	10/12/2004	10/12/2004
CMPT8110	Cost Advantage via Value Analysis WEB	PAS	10/11/2004	10/11/2004

Developing I	Developing Internal Customer Services		09/11/2004	09/15/2004
DRV 388002	DRIV IMP REF. SEMINAR(ARABIC)	PAS	05/16/2004	05/16/2004
HR TEM CO01	TRAINING COORDINATOR COURSE	PAS	03/24/2004	03/24/2004
HTMLINHTML	INTRO TO HTML	PAS	12/23/2003	12/23/2003
CTG 601446	DATABASE TO WEB	PAS	12/21/2003	12/22/2003
CTG 601452	FRONT PAGE BASIC	PAS	10/19/2003	10/20/2003
CIA WORKSHOP	CORPORATE INNOVATION AWARENESS WORKSHOP	PAS	06/30/2003	06/30/2003
BLS/AED-ENG	BASIC LIFE SUPPORT (HEARTSAVER)/AED ENG	PAS	05/26/2003	05/26/2003
MS Office X1	MS Office XP Access: Adv DB Design	PAS	05/19/2003	05/19/2003
MS Office P2	MS Office PowerPoint XP: Begin Creating	PAS	05/17/2003	05/17/2003
CTG 601496	2151 W2K NETWORK&OPERATING ESENTIAL	PAS	05/04/2003	05/06/2003
CTG 601464	MS ACCESS BASIC	PAS	04/20/2003	04/21/2003
CSL FOR SAP	COMPUTER SECURITY LIAISON (CSL) FOR SAP	PAS	03/30/2003	03/30/2003
CTG 601401	PC EXEMPTION TEST EXCEL	PAS	02/25/2003	02/25/2003
GET-R	GETRESOURCES	PAS	02/18/2003	02/18/2003
HR PMP EMPL	PMP EMPLOYEE		05/28/2002	05/28/2002
MGT 874001	BASICS OF SUPERVISION (ARABIC)	PAS	03/02/2002	03/06/2002
HR PA SAHA	HR PA SAHA	PAS	11/07/2001	11/07/2001
HR PA RNT AS	HR PA RENTAL ASSISTANCE	PAS	10/31/2001	10/31/2001
HR PA EXPATT	HR PA EXPATRIATE TRAVEL	PAS	09/26/2001	09/26/2001
HR TEM BRWSR	TEM BROWSER		01/21/2001	01/21/2001
STD 601004	MENTOR ORIENTATION	PAS	09/13/2000	09/13/2000
HR PA CORE	HR PA CORE PERSONNEL ACTIONS & UPDATES	PAS	05/06/2000	05/09/2000
DRV 388002	DRIV IMP REF. SEMINAR(ARABIC)	PAS	03/11/2000	03/11/2000
OCOM302140	SR ER PROCESSOR	PAS	01/12/1998	04/19/2004
ISO 484106	FIRST AID	092	12/10/1997	12/10/1997
MED 558100	CARDIOPULMONARY RESUCITATION	094	12/06/1997	12/06/1997
DRV 390001	PORTO CLINIC TEST	PAS	12/01/1997	12/01/1997
DRV 407002	DRIV IM PROGRAM (ARABIC)	PAS	11/30/1997	11/30/1997
CTG 601395	EXCELFORWINDOWS/PC/BASIC	PAS	03/18/1997	03/19/1997
CTG 601390	WORD FOR WINDOWS/PC/BASIC	PAS	03/16/1997	03/17/1997
GATB13	GATB13	076	06/27/1995	06/27/1995
ITC 2544A2	COMPUTER-III	098	10/27/1990	02/02/1991
ITC 2140E2	ADVANCED WRITING	PAS	10/27/1990	02/02/1991
ITC 2514B2	TYPING (ENGLISH) 4B	079	10/27/1990	02/02/1991
ITC 2140D2	ADVANCED READING MODULE	PAS	10/27/1990	02/02/1991
ITC 2543A2	COMPUTER-II	092	08/11/1990	02/02/1991
ITC 2514A2	TYPING (ENGLISH) 4A	081	08/11/1990	02/02/1991

ITC 2542A3	COMPUTER-I	094	08/11/1990	02/02/1991
ITC 2541A3	ADVANCED BUSINESS SKILLS	098	05/23/1990	02/02/1991
ITC 2541A2	ADVANCED BUSINESS SKILLS	099	04/09/1990	02/02/1991
ITC 2116B3	ENGLISH 6B	090	04/09/1990	02/02/1991
ITC 2535B2	BUSINESS MATHEMATICS 5B	086	01/20/1990	02/02/1991
ITC 2541A1	ADVANCED BUSINESS SKILLS	096	01/20/1990	02/02/1991
ITC 2116A3	ENGLISH 6A	085	01/20/1990	02/02/1991
ITC 2800X2	BASIC BUSINESS SKILLS	PAS	01/20/1990	02/02/1991
ITC 2513B2	TYPING (ENGLISH) 3B	091	10/30/1989	02/02/1991
ITC 2535A2	BUSINESS MATHEMATICS 5A	082	10/30/1989	02/02/1991
ITC 2105B3	ENGLISH 5B	083	10/30/1989	02/02/1991
ITC 2204B2	MATHEMATICS 4B	088	08/30/1989	02/02/1991
ITC 2513A2	TYPING (ENGLISH) 3A	088	08/13/1989	02/02/1991
ITC 2105A3	ENGLISH 5A	087	08/13/1989	02/02/1991
ITC 2204A2	MATHEMATICS 4A	086	07/20/1989	02/02/1991
ITC 2054B7	BASIC ENGLISH 4B	093	06/04/1989	02/02/1991
ITC 2054A7	BASIC ENGLISH 4A	091	04/15/1989	02/02/1991
ITC 2053B8	BASIC ENGLISH 3B	091	03/05/1989	02/02/1991
ITC 2053A8	BASIC ENGLISH 3A	094	01/24/1989	02/02/1991
ITC 2052B8	BASIC ENGLISH 2B	094	12/14/1988	02/02/1991