

# MOHAMMAD BANI AMER Sr. Contract / Invoice Administrator

Amman, Jordan – Email: [mohammad.baniamer@hotmail.com](mailto:mohammad.baniamer@hotmail.com) - Mobile: +962788074322

## PERSONAL

Jordanian – Married – D.O.B 9 October 1982

## OBJECTIVES



Looking to serve you in a challenging opportunity in, Contracts, Invoices to contribute successfully to the success of your business and achieve your goals.

## EDUCATION & TRAINING



**Bachelor's Degree in Business Administration** Yarmouk University:2005  
**CIPD** Bahrain Institute of Banking and Finance:2017

## PROFESSIONAL EXPERIENCE



**May 2020 – Present**

### The University of Jordan

Nov 2023 – Present

Accreditation and Quality Assurance Center

### SADARA Petrochemical Co.

May 2020 – Oct 2023

### Sr. Contract Administrator Major Roles & Responsibilities

- Prepare all HR and SMP new Contracts' documents, such as scope of work, Pricing sheet, technical criteria. Schedule C.
- Prepare financial analysis for the new Contracts includes the Contract value, spending plan.
- Create the new Contracts' requests in SAP-ARIBA.
- Work closely with procurement Department and provide all the requirements for the new contracts.
- Work closely with the finance team to ensure accurate cost tracking, invoicing, and payments.
- Review the RFP, procurement plan, awarding plan.
- Renewals and Amendments: Monitor contract expiration dates and proactively manage renewals and amendments.
- Ensures that all contractual procedures are implemented and maintained.
- Maintain a computer database for the Contractual Management information.
- Evaluate vendor performance and address any concerns to maintain project quality and timeline.
- Create the Purchase Order for the Department through SAP.
- Prepare the HR Department's Budget.
- Verify all invoices related to HR Department and process them in SAP-ECC.
- Prepare and Update the Department's operational plan and KPIs with the managers.
- Verify monthly SMPs invoices and review all the related documents, such as: timesheets, salaries, leave requests, overtime, GOSI, Contractors' rates. And all other payment related to SMPs.

# MOHAMMAD BANI AMER

Eastern Province, Saudi Arabia – Email: [mohammad\\_baniamer@yahoo.com](mailto:mohammad_baniamer@yahoo.com) - Mobile: +966 531202876

*Jan 2017 – Apr 2020*

## **SADARA Petrochemical Co.**

Jan 2017 – April 2020

### **Training Quality Specialist - Major Roles & Responsibilities**

- Establish and maintain corporate-wide criteria and methods for the evaluation of training programs in order to assess the effectiveness of various Training & development activities.
- Monitor and evaluate the delivered in house training / job related tasks training programs and propose recommendations on the improvement of their delivery methods, program contents, and training facilities.
- Prepare bi-weekly/ monthly reports on the return on investment of the training programs and present the same to HCD Management for their further evaluation and required actions.

## **SADARA Petrochemical Co.**

Jan 2013 – Dec 2016

### **Training Advisor - Major Roles & responsibilities**

- Fulfilled all necessary tasks in the role of Sadara's training Advisor for the Apprenticeship Program.
- Supported apprentices and helped them resolve their problems using my coaching and communication skills.
- Familiarized associates with established training policies, procedures, rules and regulations.
- Prepared attendance reports for Apprentices and monthly reports to keep management informed on the progress of APNEs.
- Tracked training progress and followed up with Apprentices to keep them on-track. Ensured completion of the program in a timely productive manner.
- Maintained training materials and made recommendations for improvements.

*Jan 2013 – Dec 2016*

*Oct 2010 – Nov 2012*

## **Saudi Aramco Total Refining & Petrochemical Co. (SATORP)**

Oct 2010 – Nov 2012

### **Training Advisor - Major Roles & responsibilities**

- Fulfilled all necessary tasks in the role of Satorp's training Advisor for On Job Training program (OJT) at Jeddah and Petrorabigh refineries.
- Supported apprentices and helped them resolve their problems using my coaching and communication skills.
- Prepare attendance reports for trainees and monthly management reports of the progress of trainees.
- Familiarize associates with established training policies, procedures rules and regulations.
- Ensure technical resources, training materials and supplies are available to trainees.
- Preparing attendance reports for trainees and monthly reports to keep the management informed on the progress of trainees.

# MOHAMMAD BANI AMER (Training Quality Specialist)

Eastern Province, Saudi Arabia – Email: [mohammad\\_baniamer@yahoo.com](mailto:mohammad_baniamer@yahoo.com) - Mobile: +966 531202876

**Jan 2007 – Sep 2010**

- Tracked training progress and followed up with students to keep them on-track, ensured completion of the program in a timely productive manner
- Maintained training materials and made recommendations for improvements.

**AL-KHALEEJ Training and Education-Direct English**, Eastern Province, Saudi Arabia – Position: *Training Operation Supervisor*

- Led the day to day operations of an Educational Institute and managed a staff of thirty-two employees, including teachers, security, and support-staff.
- Created and maintained all training schedules for teachers and directed staff while balancing task coverage and project needs.
- Created an appropriate work environment for employees by understanding their needs and working to meet them.
- Improved customer satisfaction by meeting them and following up on their inquiries and totally solving case using my customer care and communication skills.
- Increased the sales percentage by build a network using my marketing and communication skills.
- Saving money by provide materials and equipment with high quality and lowest price.
- Provided trainees weekly reports to major clients such as Aramco, SATORP, Al-Jumaih, and NAPCO.
- Assisted in an Accounts Receivable role in pursuing outstanding debts owed by private individuals and corporations.
- Tasked with multiple fiscal responsible, such as assisting with overtime pay, general payroll, special awards and bonuses.

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## **TRAINING COURSES**

- CIPD, Chartered Institute of Personnel and Development, 2017 CIPD
- Diploma in Customer Service, Alison, 2019
- ISO Management System, Audit Techniques & best Practice, 2019
- Introduction to Petrochemical Industry, 2016 Nexant
- Project Management,2016, Project Management Institute PMI
- Learning the Sadara Way, 2015 LongCord Ltd
- Successful Planning, Organizing & Delegating, 2015 Aztech LZ-LLC
- Communication Skills, 2014, Sadara
- Leadership Skills, 2005 Yarmouk University
- Successful Skills, 2005 Yarmouk University