

# ALI AL-HADAB

Administrative Assistant,  
AMO Admin Support

## OBJECTIVE:

I am seeking for a position with your company to develop skills and abilities that learned according study and gain more experience and learn more things from your company.

## CONTACT:

📍 King Salman Rd,  
Eastern Province , Alahsa  
✉ Ali123bnz@gmail.com  
☎ +966536648553

## SOCIAL PROFILES:

### LINKEDIN

Liknedin.com/ali-alhadab

Address Details:  
7492 - Al Andalus Dist.  
Unit No 5  
Al Mubarraz 36341 - 4727  
Kingdom of Saudi Arabia

## EXPERIENCE

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2020 – Present

### **Administrative Assistant**

*Baker Hughes company*

- *check the Preventive maintenance, major & minor repair for all the Onshore and offshore Pressure Pumping Units (Cementing, Coil Tubing & Fracturing).*
- *Open work order in Maximo for Pm & Repair.*
- *Created purchasing requisitions for tools, parts and consumables for all facility and maintenance needs.*
- *Receiving spares from suppliers.*
- *Request Transportation and Accommodation for mechanics and other employees and follow the request to confirm.*
- *Update the bonus sheet for employees by using excel.*
- *upload the work order on Maximo system.*
- *create journey day journey and night journey for mechanics.*

## EDUCAITON

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2016 – 2019

### **Diploma in Office Management** (business)

*Jubail Industrial College*

- Learn the concept of management skills and how to help the organization to achieve their goals.
- GPA is 3.33 out of 4.00

## SKILLS

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Excel 

WORD 

TYPING  
(ARABIC – ENGLISH) 

## LANGUAGE

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ARABIC 

ENGLISH 

## REFERENCES

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### **Ali Al-Khalifah**

AMO Manager, Baker Hughes

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