

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

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

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



LANGUAGE



REFERENCES

Ali Al-Khalifah

AMO Manager, Baker Hughes

Phone: +96613-8929616

Email: Ali.Al-khalifah@bakerhughes.com