



ABDULRAHMAN AL ZAHRANI

Executive Secretary and Administrative Assistant

PROFILE

As an Executive Admin Assistant employee, I provide high level administrative support to executives in the workplace, such as taking calls, scheduling meetings, managing executive requests, and other office duties. I may also oversee office functions and supervise lower-level office employees.

CONTACT

PHONE:
+966-55-9887282

EMAIL:
Zahrani0083@gmail.com

SKILLS

Teamwork and leadership skills
Hard worker and quick learner
Ability to work under pressure
Communication

EDUCATION

Saudi Aramco Industrial Training Center, Dhahran, Saudi Arabia
Diploma in Business Administration
2003 - 2005

WORK EXPERIENCE

Saudi Chevron Phillips – S-chem – 2020 – Present
Administrative Assistant

- Engineering Projects Department
- Provide Professional administrative support to leaders & team members.
- Internal & external focal point

Sabtank – SABIC – 2018 – 2019
Executive Secretary & Administrative Assistant

- President and Directors Office Manager

Farabi Petrochemicals Company – 2015– 2018
Executive Secretary & Administrative Assistant

- President Office Manager
- HR & GS Executive

Saudi Aramco – 2005 – 2015
Admin Clerk 1

- Producing Division Administrative
- Training Coordinator
- Compliance Group Administrative

AbdulRahman Hasan Al-Zahrani

zahranih0083@gmail.com

+966-55-9887282

CAREER SUMMARY:

Energetic & Creative Human Resource & Administration Professional over **15 years** of experience in Saudi Aramco, Farabi Petrochemicals , Sabic and Saudi Chevron S-Chem.

High level written and spoken fluency in English Language and a commitment to teamwork. I have an excellent communication, cross-cultural, planning and organizational skills.

EXPERIENCE:

Administrative Assistant (Project Engineering)

S-Chem , Saudi Arabia

2020 – Up to date

Executive Secretary & Administrative Assistant

Sabtank – SABIC , Saudi Arabia

2018 - 2019

- President office manager
- Administrative Assistant

Executive Secretary & Administrative Assistant

Farabi Petrochemicals Company, Saudi Arabia

2017 –2018

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Copy, scan and store documents
- Check for accuracy and edit files, contracts, etc
- Distribute Deals-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare, maintain, review letters, reports & Presentation materials.
- Arrange all business trip requirements (invitations , flight ticket , transportation & accommodation for President & guest.

HR & GS Executive

Farabi Petrochemicals Company, Saudi Arabia

2015–2017

- Support in hiring of new employees and also support during their orientations.
- Planning & Programs Analyst.
- Process the employee overtime and other payments.
- Create and update employee profiles.
- Coordinate the trainings and seminars.
- To update the Safety / Security Issues in the SAP System.
- Managed the day-to-day operations of the office.
- Organized and maintained files and records.
- Planned and scheduled meetings and appointments.

Training Coordinator**2011–2015**

Saudi Aramco, Saudi Arabia

(including my duties as Admin executive, I have been worked with Dept. Training Group)

- Coordinated with with managers to identify training needs and development plans for teams and individuals.
- Managing, designed, developed, coordinated and conducted training programs.
- Organized & Present a Monthly Presentation to Management.

Safety Coordinator**2009–2011**

Saudi Aramco, Saudi Arabia (Producing Dept.)

(including my duties, I have been worked with Dept. safety compliance group)

- Conducted periodic safety inspections of facilities.
- Minimized the job related risks.
- Maintained the health and safety documents.
- Conducted investigations into employee inquiries, suggestions and complaints.
- Organized & Present a Monthly Presentation to Management.

Admin Executive**2005–2009**

Saudi Aramco, Saudi Arabia (Producing Dept.)

- Organize office and assist associates in ways that optimize procedures.
- Sort & distribute communications in timely manner.
- Schedule and plan meetings & appointments.
- Monitor the office supplies.
- Process owner of financial, budgeting, invoicing verification and contracting for the outside companies and Aramco employees.
- Managed the day-to-day operations of the office.
- Organized and maintained files and records.
- Planned and scheduled meetings and appointments.
- Process the employee overtime and other payments.
- Create and update employee profiles.

EDUCATION:**Diploma in Business Administration – (Duration :2 yrs.)**

Saudi Aramco Industrial Training Center, Dhahran, Saudi Arabia

2003(Nov)–2005(Jan)**LANGUAGES**

- English (Fluent)
- Arabic