

AL-HADAB

ALI H

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Date of birth:

1997, Mar.07

Summary

Seeking a position as Administrative Assistant to develop my skills and to be able to share what I learned from my entire study and work experience. I learned from my work experience how to manage a lot of things such as time management, work tasks and daily routine that gave me the ability to gain more experience. Finally, I need a chance with your company to support each other's from different sides.

Skill Highlights

- Time Management
- Typing skills
- Problem solving
- Writing & verbal communication
- SAP system
- Maximo system
- Multitasking
- Teamwork
- Computer skills
- Interpersonal skills
- Microsoft Office

Experience

Maintenance Planner - 02/2020 to Present

Baker Hughes, Alahsa

- Check the Preventive Maintenance (PM) & repair for all the Onshore and offshore Pressure pumping Units (Cementing, Coil Tubing & Fracturing)
- Open work order in Maximo for repair or PM service and follow up with team to complete it.
- Created purchasing requisitions for tools, parts for the maintenance needs.
- Request Transportation and Accommodation and any other service if need for mechanics back-
- Prepare the maintenance plan every week and share it with product line ((Cementing, Coil Tubing & Fracturing)
- Handling time keeping for the employees and contractors (Overtime, bonus etc.)

Education

Diploma of administrative **Office Management** - 2019

Jubail Industrial Collage, Jubail

GPA: **3.33** out of 4

Languages

Arabic
English