

ALLA AL-HABARAH

Citizen: Saudi • **Date of birth :** 5 October 1985

Contact

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Profile

Objective

Obtained a Computer Technical Support position in order to maximize the company efficiency and profitability.

Education

Computer Technical Support Diploma.
2008

College of Technology

- GPA: 3.45 out of 5.00

Work Experience

Al-Suwaiket Company Foundation contracting with Saudi Aramco, Ahsa, Saudi Arabia

June 2020 to December 2020

Job Title: Material control man.

Department: Sea water injection maintenance Department (SWID)

- ✓ Request Material.
- ✓ Follow up Material.
- ✓ Expedite Material.
- ✓ Update Material Inventory.
- ✓ Working with SAP system.
- ✓ Ring Daily Report.
- ✓ Working with B2B system.
- ✓ Foremen and Professional development program Time Sheets processing.

Al-Suwaiket Company Foundation contracting with Saudi Aramco, Abqaiq, Saudi Arabia

August 2019 to May 2020

Job Title: Material control man.

Department: North Ghawar producing Department (NGPD)

- ✓ Request Material.
- ✓ Follow up Material.
- ✓ Expedite Material.
- ✓ Update Material Inventory.
- ✓ Working with SAP system.
- ✓ Ring Daily Report.
- ✓ Working with B2B system.

Sraco Company Foundation contracting with Saudi Aramco, Udhailiyah,,Saudi Arabia

June 2018 to June 2019

Job Title: Administrative Clerk

Department: Construction

- ✓ Working with oracle System.
- ✓ Project Employees Time Sheets processing.
- ✓ Project Employees Vacations processing.
- ✓ Preparing Vacation plan for Project Employees.
- ✓ Delivery of project Employees Iqama and passports after renewal.
- ✓ Performing administrative tasks.

Balharith Company Foundation contracting with Saudi Aramco, Abqaiq, Saudi Arabia

September 2016 to June 2018

Job Title: Administrative Clerk

Department: Drilling and Workover

- ✓ Working with SAP System.
- ✓ Foremen and Professional development program Time Sheets processing.
- ✓ Enforcement of mandatory training.
- ✓ Preparing Daily and monthly lost time reports for division and Department.
- ✓ Weekly drilling rig support services tracking.

- ✓ Processing employees vacations.
- ✓ Prepare daily mandatory management report.
- ✓ Maintaining weekly and monthly foremen schedule.

Sraco Company Foundation contracting with Saudi Aramco , Abqaiq , Saudi Arabia

October 2013 to August 2016

Job Title: Rig Technical Coordinator

Department: Drilling and Workover

- ✓ Working with SAP System.
- ✓ Material receiving and back loading.
- ✓ Foremen and Professional development program Time Sheets processing.
- ✓ Enforcement of mandatory training.
- ✓ Preparing Daily and monthly lost time reports and Afternoon reports for division and Department
- ✓ Preparing Weekly highlight for division and Department.

Segia Gulf Foundation contracting with Saudi Aramco , Abqaiq , Saudi Arabia

December 2012 to September 2013

Job Title: Administrative Clerk

Department: Drilling and Workover

- ✓ Working with SAP System.
- ✓ Foremen and Professional development program Time Sheets processing.
- ✓ Enforcement of mandatory training.
- ✓ Processing employees vacations.

Saudi Call Foundation contracting with Mobily , Ahsa, Saudi Arabia

November,2009 to

December,2012

Job Title: Customer Service officer.

Department: Sales and customer service in the main branches of Mobily

- ✓ Reviewed new approvals for clients.
- ✓ Selling and Marketing company products.
- ✓ Maintained high quality, accuracy, and best customer service.

Saleh Yousf Al-Matar Est for contracting , Ahsa , Saudi Arabia

April,2006 to June,2008

Job Title: Data entry

Department: Construction

Key Skills

Proficient Computer and all of its programs, including:

- Experience using Microsoft Office programs (Word, Excel, Power Point & Access).
- Sales and Distribution.

*Training courses:

- . A training course for the English language in the Berlitz Institute.
- . DIP Course from Saudi Aramco.
- . Time keeper part 1 from Saudi Aramco.
- . Time keeper part 2 from Saudi Aramco.
- . Admin Professional and Secretaries Workshop from Saudi Aramco.
- . Placement Test Result from (ITC) Saudi Aramco for English (3)
- . Placement Test Result from (ITC) Saudi Aramco for Math (4)

Soft Skills

- Self-motivated
- Fast learner
- Good communication skills
- Ability to work under pressure

Languages

Arabic (native)

English (good)