

# Abdullah Alshehri

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- CONTACT** Eastern province, Dhahran, **E-mail:** [abdullahshehri2@gmail.com](mailto:abdullahshehri2@gmail.com)  
Aldanah Alshammaliah **Website:** <https://www.linkedin.com/in/abdullah-alshehri-392339134/>  
**Phone:** 966531234683
- WORK EXPERIENCE**
- Weatherford Energy Services** 1/1/2011 — 20/06/2019  
**Admin Assistant**
- Handling office tasks, such as (filing, generating reports and presentations, setting up for meetings, and reordering supplies).
  - Generate reports, transcribe minutes from meetings, create presentations, and conduct research. Handle data entry.
  - Maintain polite and professional communication via phone and e-mail.
  - Prepare and modify documents including correspondence, reports, drafts, memos and e-mails. Assist in resolving administrative problems.
  - Responsible of government relations such as (GOSI, Minister of labor, Traffic police , Muqem etc).
- ARO Drilling** 25/7/2021 — 30/11/2021  
**Government Relations Coordinator III**
- Responsible for issuing & renewing Aramco IDs for all offshore employees.
  - Manage expat passports and solving any issues related
  - Maintain polite and professional communication via phone and e-mail.
  - Prepare and modify documents including correspondence, reports, drafts, memos and e-mails. Assist in resolving administrative problems.
  - Responsible of government relations such as (GOSI, Minister of labor, Traffic police , Muqem etc).
- EDUCATION** **Diploma of Marketing** 04/08/2008 — 30/05/2010  
**Higher Industrial Technical Institute for Training**
- SKILLS**
- Communication
  - Leadership
  - Teamwork
  - Time Management
- REFERENCES** References available upon request.