



MAINTENANCE ADMINISTRATOR

FELWA ALSAIF

PERSONAL INFO

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Date of birth 1996-9-4

Riyadh, Saudi arabia

EXPERIENCE

MAINTENANCE ADMINISTRATOR

- creating quotations for spare parts as per requirements for customer by supervisor request enabler.
 - preparing spare parts service orders for break down
 - Creating service repair orders as per MSO by technician information with supervisor on site
 - Creating Sale orders once confirmation by supervisor and customer satisfaction and request for spare parts with final invoice
 - Purchase requisitions, GR.
 - Maintenance Service Orders (MSO) deliver to route team leaders.
 - taking feedbacks from maintenance supervisors and team leaders.
 - Creating service orders and delivers to procurements for local purchase.
 - Deliver service orders to store keeper for spare parts to deliver to technicians.
 - Creating PR and request to GSS (Global purchase) deliver to store request.
 - Filing and keeping all the contract, renewal, won from customer, new and old spares files, delivery data, handing over.
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EDUCATION HISTORY

KING SAUD UNIVERSITY

ADMINISTRATION ASSISTANT AND SECRETARIAL SCIENCE WITH
4.59 GPA

BRITISH COUNCIL ENGLISH DIPLOMA
2016 – 2017

SUMMARY

Worked as maintenance administrator, having excellent hands on experience SAP. PSR, SR, SO, PR, PO, MIGO, MBM, Renewal, ZTRO, transfer material, coordinate with stores etc. with 2 years experience in KONE Areeco LTD.

CERTIFICATIONS

- Business finance. 2019
 - Managment Professional Workshop. 2020
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SKILLS

- SAP
- Salesforce
- Microsoft Office
- Administrative