



Efficient project coordinator with 12+ years of experience. Highly organized and skilled in interpersonal communication.

Nationality : Saudi

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Address : Eastern - Qatif

Experience

Pan Gulf Valves

2019-2019 **Project coordinator**

(8 Months)

- 1.acting as main point of contact for the order. Provide customer updates as requested.
- 2.monitor project performance and engage Management when significant risks are identified and encountered.
- 3.Manage orders through the shop, notify teams of pending shipments and ensure final inspections are conducted including proper shipping releases.
- 4.Preparation of shop and routing documentation for rotating repair and machine shop projects including customer specific guidelines and specification.
- 5.Track and control projects costs and ensure objectives are being met.
- 6.Preparation and submission of final documentation (as built).
- 7.Ensure compliance to subcontractors and suppliers to technical specifications and contract requirements
- 8.Followup for invoicing

Flowerve aba Hussain valves

2013-2018 **Contract admin**

(5 Years)

- 1.acting as main point of contact for the order. Provide customer updates as requested.
- 2.monitor project performance and engage Management when significant risks are identified and encountered.
- 3.Manage orders through the shop, notify teams of pending shipments and ensure final inspections are conducted including proper shipping releases.
- 4.Preparation of shop and routing documentation for rotating repair and machine shop projects including customer specific guidelines and specification.
- 5.Track and control projects costs and ensure objectives are being met.
- 6.Preparation and submission of final documentation (as built).
- 7.Ensure compliance to subcontractors and suppliers to technical specifications and contract requirements
- 8.Followup for invoicing

Dresser al Rushaid valves

2006-2013
(7 Years)

Supervisor customer service

1. Act as focal point and Authorized to sign contracts and agreements with Saudi Aramco
2. Prepare and act to registration of new products in Saudi Aramco standardization department and purchasing department
3. Prepare yearly planning to provide training and support to Saudi Aramco end user in our product
- 4.Preparing annual plans for visiting potential clients
5. monitor and handling Saudi Aramco portal and KPI

customer service agent

1. Act and coordinate with sales and engineering to attending all meetings with Saudi Aramco
2. Responsible for issuing employee IDs and car stickers from Saudi Aramco
3. Responsible for Submit all sealed bids to Saudi Aramco
4. Prepare and coordinate all training provided to Saudi Aramco employees
5. Preparing and attending exhibitions and events

Data entry

1. Collect POs from customer portals and email and review it to make sure its match with quotation and book it in system
2. Review all purchase orders and determine the availability of materials, whether in the warehouse or required to buy them from the supplier
3. Preparing a list of materials which is not available in warehouse and searching for materials availability with suppliers, and negotiating with them to obtain the best possible price and delivery date.
4. prepare and submit a purchase order to supplier and hand over to logistic department after get the supplier acknowledgment

skills

1. Organized
2. Planning
3. Negotiating
4. Problem solving
1. Oracle ERP SAP
3. Typing English speed 33 WPM accuracy 100%
4. Typing Arabic speed 27 WPM accuracy 100%
5. Critical Thinking

Languages

1. Arabic (native) fluency speaking and writing and reading
2. English fluency speaking and writing and reading

Education

- 2001-2004 ○ Diploma in computer engineering
| University of Bahrain
- 2000-2001 ○ Computer engineering certificate
| University of Bahrain

Certificate

- **From: Human resources development fund**
 - 2020 | 1-Introduction into Project Management Professional (PMP)
 - 2020 | 2- Project Management: Introduction
 - 2020 | 3- Project Management: Integration
 - 2020 | 4- Project management :procurement and stakeholder management
 - 2020 | 5- Project management : time and cost management
 - 2020 | 6- Stress management in the workplace
 - 2020 | 7- Working with diverse teams
 - 2020 | 8- Key negotiation skills
- **From: LRQA**
 - 2016 | 1- ISO 9001 QMS appreciation & interpretation
 - 2015 | 2- Problem solving tools and techniques
 - 2014 | 3- ISO 9001 appreciation and interpretation
 - 2008 | 4- Internal QMS auditor
- **From: Saudi Aramco**
 - 2009 | 1- Inventory management workshop
 - 2009 | 2- Introduction to supply chain management workshop
- **From: Flowserve School USA**
 - 2009 | 1- Control valves
- **From: Dresser Al Rushaid**
 - 2009 | 1- Green tag shop Technician
- **From: From: ASTC**
 - 2009 | 1- Basic first aid and CPR