

Abdulsalam Mohammad Al Muslim  
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**Abdulsalam Al Muslim**  
Admin Assistant

Mobile: 00966508309411  
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### **Professional Objective**

To obtain a Challenging position that would utilize my abilities and education background

### **Experience summary:**

More than Six years' experience in Administration activities in refining and petrochemical companies such as, Scheduled appointments and agenda depending on subject matter, Manage staff such as email reminders & phone calls, follow-up, Prepares Expense Reports, Travel Requests and Timekeeping through SAP system, Assist administrative manager in handling administrative operations, Handle and organize office filing systems effectively, Maintain stationery, office equipment and inventories.

### **Qualification**

- Diploma in accounting from Technical College in Al Ahssa with accumulative grade point average 3.32 of 5.00 (Good) in the fall semester year 2007-2008.

### **Employment Record**

<b>Organization</b>	<b>Position</b>	<b>Duration</b>
YASREF	Admin Assistant of HSSA GM	AUG2016 to till date
YASREF	Admin clerk in Operation Department	June2013 to Aug2016
Saudi Aramco	Admin clerk for Engineering Superintendent	Jan2009 to May 2016
Saudi Aramco	Admin clerk for Specialist & project unit	April2008 to Jan 2009
King Saud Bin Jalwi Hospital	Summer Training in Finance	July2007 to Sep2007

## **Experience Breakdown**

### **YASREF - Admin Assistant of HSSA GM**

#### **Job Scope**

- Responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems, screening calls; managing calendars and event arrangements; preparing letter and financial data; and customer relations

#### **Job responsibilities**

- Maintain files and records.
- Sort and distribute incoming mail and prepare outgoing mail.
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as photocopier, printers etc. and computers for word processing.
- Take minutes of meetings and dictations

### **YASREF -Admin clerk in Operation Department**

#### **Job Scope**

- Responsibilities of filing systems, screening calls; managing calendars; meeting and event arrangements; preparing letter, financial data and Time keeper .

#### **Job responsibilities**

- Maintain files and records.
- Sort and distribute incoming mail and prepare outgoing mail.
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as photocopier, printers etc. and computers for word processing.
- Take minutes of meetings and dictations
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
- Assist in making travel arrangements and booking venues for conferences and events
- Time keeper

#### **Personal Achievement on**

- Failing & updated all drawing in commissioning and startup

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### **Admin clerk for Engineering Superintendent in Hawiah Gas Plant (Contractor employee)**

#### **Job responsibilities**

- Documented and distributed Engineering Management meeting minutes to all
- Coordinated internal interview process and scheduling with HR
- Created and maintained all files, documents, spreadsheets and correspondence required to manage efficient office operation.
- Assisted Project Manager in distributing workload to contractors. Tracked all work orders from arrival to delivery
- Managed office supplies, vendors, organization and upkeep of office.
- Assisted senior staff with outsourcing and processing of Bills of Materials
- Controlled distribution of required engineering documentation
- Coordinated and updated all drawing.
- Time Keeper

#### **Personal Achievement on**

- Work as mentor for new admin clerk
- Safety Suggestion coordinator

### **Admin clerk for Specialist & project unit supervisor in Shedgum Gas Plant (Contractor employee)**

#### **Job responsibilities**

- Oversaw inventory control through vendor contact and ordering material for builds.
- Created process to track monthly inventory count and budget Prepare the standard
- Created and maintained Weekly highlight
- Planned, organized, and provided administrative support for meetings
- Performed all office duties, procedures, prioritization, delegation and confidentiality
- Timekeeper

#### **Job responsibilities:**

- Work as Preparation to attendance and absence of all secretaries inside plant and in the Department of Administration

#### **Personal Achievement on**

- Receive appreciation latter for excellent performance

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### **History of Training, Conferences & Programs:**

- Summer Training in Finance of King Saud Bin Jalwi Hospital from July2007 to Sep2007
- Certificate of time keeping work shop at January 12-13 2010
- Certificate of General Accounting at Aug 25, 2007 till Aug 29, 2007
- English Certificate from New horizon for 60hrs training
- FIRE SAFETY TRAINING
- FIRE SAFETY AWARENESS COURSE
- YASREF English Level 3 COURSE Total Hours: 160.00
- ENGLISH LANGUAGE - LEVEL A-2 COURSE Total Hours: 160.00
- PRESENTATION TECHNIQUES COURSE
- BUSINESS WRITING COURSE
- YASREF English Level 4 Course
- YASREF English Level 5 Course
- YASREF English Level 6 Course

### **Personal Information: native**

Date of Birth	18-11-1980
Nationality	Saudi
Mutual Status	Married ( <b>Two child</b> )
Present address	Yanbu City Kingdom of Saudi Arabia-51000 Tel: Home: 013-5308022 Office: 0143981662 Mobile: 0508309411 0564188500
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