

Sinad Ghannam

Highly motivated, enthusiastic and proactive office management graduate with experience in the oil & gas and steel production Industries. With proven abilities in time management and effective communication, with more than one year of experience in the oil field. Looking to fill a challenging position to solve problems, assist in achieving organizational goals and add value to the organization.



Contact

Address

Dammam, Saudi Arabia

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LinkedIn

SINAD GHANNAM



Skills and Attributes

- Communication skills
- Time management skills
- Advanced in MS Office Suite
- Advanced Computer Skills
- Leadership
- Ability to work under pressure.
- Occupational Health and Safety Awareness.



Languages

Arabic: Native

English: Good



Work History

2021-06 –
2021-08

Administrative Assistant

Al Ittefaq Steel Products Company, Saudi Arabia

- Carried out various administrative duties such as filing, typing, copying, scanning etc.
- Maintain computer and manual filing systems.
- Coordinate office procedures.
- Conducted regular data entry for staff training and certifications.

2015-05 –
2017-02

Chief Roustabout

Saudi Arabian Saipem Ltd, Saudi Arabia

- Carried out regular field inspections on tools and equipment.
- Provided instructions to workers and ensured understanding of all safety precautions.
- Conducted lock out- tag out for critical operations such as tank cleaning to ensure safe operations.



Education

2018-10 –
2021-08

Associate Degree: Office Management

Qatif College of Technology

- Graduated with 3.44/5 GPA.



Training and Certifications

Basic First Aid & Fire Fighting Training

H2S SCBA Training

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