

# [Banin Ali Abdrab Alnabi]

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## Education

[Institute of Public Administration – Riyadh]

[2005-2007]

[Computer Programming Diploma]

## Professional Experience

[Document Controller] [General Dynamics IS&T Arabia-Khobar]	[June 2019 – Current]
<ul style="list-style-type: none"><li>Organize and Archive Documents.</li><li>Distribute project-related copies to internal teams.</li><li>Create templates for future use.</li><li>Manage the flow of documentation within the organization.</li></ul>	<ul style="list-style-type: none"><li>Copy, scan and store documents.</li><li>File documents in physical and digital records.</li><li>Retrieve files as requested by employees and clients.</li><li>Ensure all technical documents, such as reports, drawings, are collected, organized, and registered.</li></ul>
[Project Management Office Assistant] [General Dynamics IS&T Arabia-Khobar]	[March 2018 – Current]
<ul style="list-style-type: none"><li>Support Project Managers.</li><li>Providing effective management support to project teams.</li><li>Adhere to data collection and management procedures to prepare, collect, record and input data.</li><li>Complete any necessary administrative tasks, such as research and email.</li></ul>	<ul style="list-style-type: none"><li>Handling Project Reports (Weekly, Monthly).</li><li>Invoicing.</li><li>Coordinate in IKTVA Program reports.</li><li>Worked on EPM System.</li></ul>
[Human Resource Coordinator] [Saudi Kier Construction Limited-Dammam]	[August 2014 – September 2017]
<ul style="list-style-type: none"><li>Handled the department administrative tasks.</li><li>Meet &amp; negotiate insurance companies to get best possible rate.</li><li>Coordinate with the medical insurance provider after creating the policy.</li><li>Worked on personnel.</li></ul>	<ul style="list-style-type: none"><li>Resume Screening.</li><li>Preparing job offers for new staff.</li><li>Sourcing.</li></ul>
[Project Secretary] [Sofcon -Khobar]	[December 2013 – June 2014]
Keeping a record of all the income & outcome letters to the department.  Arranging meetings and send invitations & reminders for the attendees.	Follow up with the manager schedule.
[Technical Support Supervisor - Administrative Assistant] [Abdullatif Saeed Al Ghamdi Trading Group - Khobar]	[November 2012 – December 2013]

<ul style="list-style-type: none"> <li>▪ Installing and configuring computer hardware operating systems and applications.</li> <li>▪ Talking staff/clients through a series of actions either face to face or over the telephone to help resolve issues.</li> <li>▪ Troubleshooting system problems and diagnosing and solving software faults.</li> <li>▪ Providing support, including procedural documentation and relevant reports.</li> <li>▪ Setting up new users' accounts and profiles and dealing with password issues.</li> <li>▪ Handling weekly and monthly reports.</li> <li>▪ Receiving all the calls for any technical issue and assign it to the specialist.</li> <li>▪ Creating new users for the new staff on the active directory, and the CRM. And creating emails for them.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prioritizing and managing many open cases.</li> <li>▪ IT Department Store Inventory</li> <li>▪ Managing and observing the team in three branches.</li> <li>▪ Interviewing possible candidates.</li> <li>▪ Following up the status of tasks given to the team.</li> <li>▪ Handling the ladies' section tickets, and gives them the needed technical support.</li> <li>▪ Good knowledge on the Avaya IP telephony system and worked on the Avaya Site Administration system.</li> </ul>
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[IT Department Secretary] [Mouwasat Hospital -Dammam]	[October 2008 – March 2011]
<ul style="list-style-type: none"> <li>▪ Project coordination (The installation of new HIMS).</li> <li>▪ Organize and coordinate meetings, conferences, travel arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Take type and distribute minutes of meetings.</li> <li>▪ Maintain schedules and calendars.</li> </ul>

## Skills

<ul style="list-style-type: none"> <li>▪ <b>Fluent English</b> Speaking, Writing, Reading.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Speed Typing</b> in both Languages (Arabic &amp; English).</li> </ul>
<ul style="list-style-type: none"> <li>▪ Good Knowledge in <b>Microsoft Office Applications</b>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Organizational</b> and <b>Communication</b> skills.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Hard worker</b> and willing to learn new things.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Dedicated</b> and appreciate the <b>Team Work</b>.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Self-Motivated</b> .</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Able to Work Under Pressure</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Leadership</b>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Confidence</b>.</li> </ul>

## Courses

<ul style="list-style-type: none"> <li>▪ Certified Project Management Office Professional (Leoron -Dubai)</li> </ul>
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