



# ABDULLAH AL SHAYEB

📍 King Abdulaziz St. , Dammam , Saudi Arabia

☎ 0541882854

✉ monster\_driller@hotmail.com

## PROFESSIONAL SUMMARY

To work in a progressive, stable & professionally managed organization, Where I will have the opportunity to assist in The realization of Its goals, While at the same time being exposed to an environment ,Where my skills and capabilities will be fully utilized, Therefore strengthening my skills and abilities for a possible career.

## WORK HISTORY

**SENIOR ADMINISTRATION OFFICER** 04/2016 - Current

**Nesma Trading Co. Ltd**, Khobar , Al Sharqia

Responsible for government relations for issuing municipal and civil defense licenses for all company projects and facilities and public relations for all ports in the Kingdom.

-----  
**CLEARANCE OF CUSTOMS TRANSACTIONS** 08/2015 - 03/2016

**Customs Broker Office** , Khobar , King Fahd Bridge, Saudi Border

Customs Clearance

-----  
**ASSISTANT DRILLER** 08/2013 - 06/2015

**Shelf Drilling Co.** , Khobar , Off Shore Drilling Rig

- All job responsibilities of an assistant driller.

-----  
**ASSISTANT DRILLER** 10/2011 - 08/2013

**Saipem Saudi Arabia** , Dhahran , On Shore Rigs

- Operated workover drilling rigs and maintaining functionality and safety.

-----  
**SAFETY SPECIALIST** 08/2010 - 06/2011

**Rawabi United Safety** , Dhahran , Asharqia

- Trained new employees in proper safety procedures to minimise accidents with proper behaviours.
- Sampled suspect materials to assess hazards and devise cleanup procedures.
- Optimised new employee training on gear and procedures to maximise team safety.
- Inspection all safety equipment of the Rigs and oil fields said.
- Install the H2S Gas sensor around work site.

-----  
**ASSISTANT DRILLER** 06/2004 - 09/2009

**Nabors Arabia Co.** , Dhahran , On Shore / Off Shore Rig's

All job responsibilities of an assistant driller

---

**EDUCATION**

**Petroleum College International** , Khobar , Asharqia, 07/2014  
**Will Control Instructions : Drilling Supervisor Contractors**

-----  
**Rawabi United Safety Services** , Dhahran , Asharqia, 09/2011

**Safety Technician Service Training : RUSS Training Operations Center**

Safety Management System, Hazard Identification, Decisions Point, Hazard Control, Job Safety Analysis, Risk Assessment, Observations, Coaching, Permit to Work System, Safety Inspection & Audit, Incident Investigations, Safety Operation.

-----  
**Saudi Custom Training Institute**, Dammam , King Fahad Airport Custom , 11/2015

**Customs Work For Customs Brokers**

-----  
**Saeed Bin Jobair Secondary School** , Dammam , Asharqia, 12/2018

**Secondary School : Administrative Track**

-----  
**Ministry Of Education**, Dammam , 08/2019

**Managing Life Crises**

- Coursework in Professional Prospecting Skills

-----  
**Ministry Of Education**, Dammam , 11/2019

**Management Business Skills: Secretarial Business & Administration Business**

- Coursework in Professional Prospecting Skills
- Student government representative
- Coursework in Speech and Communication, Sociology and Psychology

-----  
**Ministry Of Education**, Dammam , 11/2019

**The Basics of The English Language**

---

**SKILLS**

- Workflow planning
- Team leadership
- High level using Microsoft Office and all government related applications, services and website
- Oil field Operations
- Driving a truck