

## **Ahmad Ali Moh. Al-Eissa**

**Nationality: Saudi**

**National ID No. : 1098192907**

**Birth Date : 18/February/1998**

**Marital Status: Single**

**Mobile No. : +966-594477882**

**Email Address : mstr-8@hotmail.com**

**Education : Bachelor Degree in Business Administration majoring in Human Resources in May 2021 from King Faisal University (KFU).**

### **SKILLS:**

<b>Computer Skills</b>	<b>Very Good at using computer system and working by Microsoft office programs.</b>
<b>English Language</b>	<b>Very Good at speaking , writing and reading.</b>
<b>Arabic Language</b>	<b>Excellent at speaking , writing and reading.</b>

### **WORK HISTORY:**

**From : 1/11/2018 to present (part time during school time and full time during school vacations)**

**Job Title : Operator / QC / Salesman**

**Employer : Establishment of Najmat Alsalsabeel for Water Purification  
Alhasa - K S A**

### **Summary of Duties & Experience :**

- Operate and maintain Reverse Osmosis water purification plant
- Check and test water samples to the required governmental standards and make the needed chemical adjustments
- Sell purified water to customers and tankers and register the sales outcome into the accounting program
- Close and report the daily sales operations to the manager
- Search for spare parts for RO plant
- Follow up the credit operations with customers and suppliers
- Studied the law of labor & laborers through the web of Ministry of Labor

and gathered that applies for the establishment in a booklet as a reference for employment in the establishment and for employees to know their rights and duties.

- Wrote and organized the contracts between the establishment and its employees

**From :** 1/5/2018 to 31/10/2018 (During school vacation)  
**Job Title :** Metal Construction Assistance  
**Employer :** Sinopec Saudi Engineering Group Ltd.  
Jubail - K S A  
Industrial city

#### **Summary of Duties & Experience :**

- Planning and scheduling metal constructions jobs
- Ensuring the safety procedures for expediting the required jobs as a safety advisor
- Reporting any incidents to my supervisor
- Maintaining the required reports for job completion

#### **Training and seminars :**

1. English Language course for One year On 2010 at Al-Tawfeq Institute.
2. Safety seminar for metal construction and scaffoldings.
3. Orientation seminar for new graduates held by KFU that highlights the requirements for business market.

#### **Capabilities:**

I am flexible and obedient. I like to learn new things. I respect my co-workers and managers.

#### **Success Story:**

The working hours in the establishment I work for was from 7:00 AM to 10:00 PM 6 days a week. That was 15 hours a day, 126 hours a week totaling to 504 hours a month . I had succeeded to convene the Manager to change the working hours from 8:00 AM to 9:00 PM 5 days a week expecting more discipline, punctuality and enthusiasm; which what had happened to certain extent (about 65%).

#### **Goal:**

I am looking for a more challenging job to get more experience and higher income.