



Abdullah Jasem Al-Ahmed

Mobile No. : (+966) 58 358 8883

P. O. Box: 25430, Al-Hasa 31982

E-Mail: abdullah_alahmed@hotmail.com

Career Objective:

Offering versatile office management skills and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines. Very active with professional performing, well-known as "Quick Response" person and well-trusted. Seeking for the best challenging opportunities.

Experience:

2016 – 2018 **SADARA Chemical Company** - Sponsorship
Worked as an IT Admin Assistant in Sadara Chemical Company, Information Technology Department, IT Business Office section. Dealing with Creating purchase requisitions (PR) and purchase orders (PO). Well-trusted by all the Staff and management and known as "quick-response" person by engaging with the Others to create such a complete actions for any cases rise-up. High effectivity and Able to manage and maintain multiple tasks at the same time perfectly.

Highlights:

- Section building administrator, responsible person for any building related issues and problem fixing.
- Administrator for Maintaining pool cars and track them precisely.
- Good experience in SAP for PR & PO creation.
- Entering and maintaining Employees Overtime through SAP.
- Maintain employees' attendance in SAP.
- Well experienced as industrial coordinator. Arrange the training and badge processing for the new joiners in Sadara IT by communicating with the desired departments.
- Organized and initiated the layout for Pool cars booking program.
- Taking care with industrial relations for Visitors requests and visitors.

- PO Value Tracking Project Maintaining.
- Goods Receipt administrator.
- Posting GR for the goods received in SAP.
- Completed Social Engineering Course through SAP.
- Handling employees' clearances and status.
- Time management for the team members and new comers through SAP.
- Meeting rooms administrator.
- Tracking the invoices with the procurement team and investigate the vendors.
- Handling the employees' monthly timesheets by getting engaged with the HR team.
- Handling the invoices and payments in IT Business Office i.e. GR, NOPO and SES through SAP. (Finance Management) and process them by engaging with finance department to proceed with the payments.
- Talent Management as training coordinator "Focal Point" for handling the people development within IT dept. by coordinating with the respective departments to arrange the desired training for IT dept. employees.
- Worked as IT communications designer for designing the layout announcements that come out from IT Director to all employees internally and externally and making the first drafts by using Adobe Applications i.e. Photoshop, Illustrator & InDesign.

2013 - 2015

SABIC E&PM - Sponsorship

Worked as administrative assistant in SABIC Engineering & Projects Management-Projects Support Department (Resource Planning Section), performs administrative and office support activities for Manpower Planning System and SABIC Future Projects. Duties include answering telephone calls, receiving and directing visitors. Communication skills and coordination, and E-mail communications.

Quickly became a trusted assistant known for "can-do" attitude, flexibility and high-quality work.

Highlights:

- Communicated effectively with other departments to plan meetings and complete other job assigned to my section. Established strong relationships to gain support.
- Helped and worked to organize and maintain SABIC E&PM 2014 Staff Organization Chart.
- Worked as Admin Assistant with SABIC E&PM Projects Support GM and arrange meetings between high-level management.
- Uploading new projects and maintain man-power within E&PM.
- Focal Point for SABIC E&PM future projects and man-power system.
- Support other colleagues for closing issues.
- Maintain employees change status (Transfer, promotion or termination) records and provide the data required.
- Maintain employees Salary Matrix and Annual assessment performance including Po forms and annual increment by filling the information in Excel sheets.

Office Skills:

- Office Management
- Database Administration
- Calendaring
- Records Management
- Resources Planning
- Business Enabler
- Scheduling
- Problem solving
- Event Management
- Coordination & Arrangements
- Teamwork
- Documents Tracking
- Monitoring
- SAP business Workflow
- Time Management
- Time Keeping
- Planning

Computer Skills:

- Microsoft Office Programs (Word, Excel, and PowerPoint, etc...)
- SAP
- Adobe Photoshop graphic design and photo editing
- Adobe Illustrator for designing Announcements layout.
- Adobe InDesign.
- Adobe Premiere for video editing.
- Apple Final Cut Pro.

Other Skills:

- Cell-phones (software) and well known for cell-phones support.
- Professional Photographer.
- Mid-level Graphic Designer

Education:

- 2013: SABIC Special Program in Business Administration and Office Management at Jubail Industrial Collage JIC, KSA. (Diploma/Associate Degree)
- Diploma in Graphic Design from Shaw Academy Organization.

Courses:

- December 2017: Information Technology Infrastructure Library, ITIL® Foundation Certified.
- November 2017: Project Management Course.
- November 2017: Project Management: Integration Management Course
- November 2017: Project Management: Scope Management.
- September 2017: Defensive Driving Program certified by National Safety Council in USA.
- June 2017: Adobe Authorized Photoshop Course
- June 2017: Adobe Authorized Illustrator Course
- March 2017: Time Management
- July 2016: Graphic Design Course at Shaw Academy Organization.
- 2013: Productive Business Conversations.

Personnel:

Birthdate: 17/5/1990

City: Al-Hasa, Eastern Province, KSA

Age: 30 years

Status: Married

National ID.: 1067372464

Cell-Phone: +966583588883



شهادة إكمال دورة تدريبية

COURSE COMPLETION CERTIFICATE

Jubail Industrial College certifies that Mr.

Abdullah J. Al-Ahmed

تشهد كلية الجبيل الصناعية بأن السيد:

عبدالله بن جاسم الأحمد

has successfully completed a training course in:

Administrative Assistant

قد أكمل بنجاح دورة تدريبية في:

مساعد إداري

During the period from: **17/09/2011**

خلال الفترة من: **١٧/٠٩/٢٠١١هـ**

to: **20/03/2013**

إلى: **٢٠/٠٣/٢٠١٣هـ**

Grade:

بتقدير:

A

مدير كلية الجبيل الصناعية

Managing Director



رئيس القسم المختص

Department Chairman

This is to certify that
Abdullah Jasem AlAhmed

Has achieved the
**ITIL® Foundation certificate in IT Service
Management**

Effective from **14 December 2017**

Expiry date **N/A**

Certificate number **04205962-01-4NQ8**

Candidate number **2000726972**

Signature



Peter Hepworth, CEO, AXELOS

Signature



Nick Houlton, COO, APMG International

This certificate remains the property of the issuing Examination Institute and shall be returned immediately upon request.

خطاب اتمام دورة

Letter of Completion

Dorooob Wishes to Congratulate

ببإرک برنامج دروب ل

ABDULLAH JASEM AL AHMED

عبدالله جاسم الأحمد

On Completing the Course Content of

لإکمال المحتوی الخاص ببرنامج

Project Management: Introduction

دورة إدارة المشاريع: مدخل في إدارة المشاريع

Number of Training Hours: 5

بواقع عدد ساعات تدريبية: ٥

Issue Date: **2017-11-8**

تاريخ إصدارها بتاريخ: **٢٠١٧-١١-٨**

Best Wishes for Continued Success

مع تمنياتنا بدوام التوفيق والنجاح

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خطاب التمام دورة

Letter of Completion

Dorob Wishes to Congratulate

بإبارك برنامج دروب لـ

ABDULLAH JASEM AL AHMED

عبدالله جاسم الأحمد

On Completing the Course Content of

الإكمال المحتوى الخاص ببرنامج

دورة إدارة المشاريع: إدارة تراط المشروع Integration Management

Number of Training Hours: 5

بواقع عدد ساعات تدريبية: ٥

Issue Date: 2017-11-8

تم إصدارها بتاريخ: ٢٠١٧-١١-٨

Best Wishes for Continued Success

مع تمنياتنا بدوام التوفيق والنجاح

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خطاب التمام دورة

Letter of Completion

Dorrob Wishes to Congratulate

ببارك برنامج دروب لـ

ABDULLAH JASEM AL AHMED

عبدالله جاسم الأحمد

On Completing the Course Content of

لإكمال المحتوى الخاص ببرنامج

Project Management: Scope Management

دورة إدارة المشاريع: إدارة نطاق المشروع

Number of Training Hours: 5

بواقع عدد ساعات تدريبية: ٥

Issue Date: 2017-11-9

تم إصدارها بتاريخ: ٩-١١-٢٠١٧

Best Wishes for Continued Success

مع تمنياتنا بدوام التوفيق والنجاح

64f4c58ac1994ee459cfac1ab0ee1b7709





CERTIFICATE OF COMPLETION

Drivers License Number: 10001804-7000809-SPSP
Course Completion Date: 13 Sep 2017

Control No

Security Control No

674767

Name: Abdullah Jasem Alahmed
Address: Jubail Industrial City 2 PO BOX 606, Al Jubail 31951
Address: Jubail Industrial City 2 PO BOX 606, Al Jubail 31951
City, State, Zip: Al Jubail 31951

Training Center: Saudi Petroleum Services Polytechnic
Instructor Name: Abdelalim Morshedy
Instructor Number: 637277

DDC 8/6

8 hours 6 hours

This certifies that the person named above
has successfully completed the National Safety Council
Defensive Driving Course 8/6.

THIS DOCUMENT IS VOID IF REPRODUCED



Understand the risks of distracted driving

- Talking on your cell phone, reading e-mail, putting on makeup or sending text messages are all examples of high-risk distracted driving
- People who use cell phones while driving are 4 times as likely to be in a crash
- More than 30 scientific studies agree that hands-free cell phones are not any safer to use when driving



Control No

Abdullah Jasem Alahmed

has completed the NSC

Defensive Driving Course 8 hours 6 hours

Drivers License Number:

10001804-7000809-SPSP

Course Completion Date:

13 Sep 2017

Deborah A P. Hersman
President & CEO

Instructional Hours:

Saudi Petroleum Services Polytechnic

Training Center

Abdelalim Morshedy

637277

Instructor

Instructor Number

Security Control No

674767

Keep this card for your records. Void if reproduced.

Engineering & Project Management
Project Services Department
Knowledge Management Center (KMC)

Course Attendance Certificate

is hereby given to

Mr. Abdullah Jasem Al-Ahmed

For completing

“Productive Business Conversations - PBC”

Course, During Period 15 to 16 December'2013


Dr. William Noonan

William Noonan
Dr. William Noonan



CERTIFICATE of Completion

Abdullah Jasem Alahmed

Is hereby awarded this certificate for the successful completion
of the Timekeeping Test, given on March 2017. ;



Hamad M. Al-Shaiban
Director (A) - HRSD

DIPLOMA IN GRAPHIC DESIGN



This certifies that

Abdullah AlAhmed

has successfully demonstrated proficient comprehension of the
foundation course syllabus and is therefore awarded this diploma.



July 25, 2016


Stephen Pettigrew
PRESIDENT

CPD
CERTIFIED
The CPD Certification
Service



Certificate of completion

Has been presented to

Abdullah Jasem Alahmed

On successful completion of the authorized Adobe training course

Adobe illustrator CC 2017 - The Basics

Learning Partner

Ibraheem Altowaiher

Instructor

Abdurhman Alshimshir

Date

4-9 / June / 2017



Kim Peretti

Sr Director, Adobe Training Services





Certificate of completion

Has been presented to

Abdullah Jasem Alahmed

On successful completion of the authorized Adobe training course

Adobe Photoshop CC 2017 - The Basics

Learning Partner

____Ibraheem Altowaiher____

Instructor

____Ibraheem Altowaiher____

Date

____11-15 / June / 2017____



Kim Peretti

Sr. Director, Adobe Training Services

