PO BOX 60850 • QATIF, 31911 • SAUDI ARABIA

PH O N E + 9 66 55 855 2665 • E - MA I L ALI.JAAFER@HOTMAIL .C O M

ALI ALSHBAINI

**OBJECTIVE**

# To obtain a challenging & fulfilling position that will allow me to utilize my administrative & interpersonal skills & be an asset to my employer. Seeking a full time position in a flourishing company or organization, where I can continue building my career through my education & experiences.

# **PERSONAL INFO**

# Marital status: Married

* + - Nationality: Saudi
    - Date of Birth: 18 March, 1986

**EDUCATION**

**June 2006 – June 2010 Jubail Industrial College Jubail, KSA**

High Diploma of Manufacturing Engineering Technology

**WORK EXPERIENCE**

**Sept 2018 – Present AYTB Ras Tanura, KSA**

*Engineering Department As Document Controller*

* + - Document Controller at Fluor in Halliburton Multi-Chem Batch Plant
    - Document Controller at Tecnicas Reunidas in RTR Aramco Clean Fuels Projects
    - Updating of drawing logs received from client.
    - Transmitting technical documents to client.
    - Recording of Out-going & Incoming transmittal.
    - Reproduction & distribution of drawings/Incoming documents to concerned department.
    - Filing & Maintenance of project documents.
    - Weekly updating the Fabrication & Construction Department’s documentation.
    - Recording of Outgoing & Incoming letters..

**Jul 2011 – Aug 2018 Azmeel Contracting Company Jubail, KSA**

*Scaffolding Department*

Two years assignment:

* + - Data Entry.
    - Creating the Rental Invoices for the Scaffolding Department.
    - Scaffolding Material Tracking and Monitoring from Office and at Projects Sites.

*Safety Department As Document Controller*

One year assignment:

* + - Managing and Tracking the Manpower Overall the company’s Projects.
    - Updating Manpower Locations and distribution.

*Technical Department As Document Controller*

Two years assignment:

* + - Oracle EBS ERP - Material Requisitions User.
    - Document Controller.

*Advanced Projects Department As Document Controller*

Two years assignment:

* + - Document Controller at Saudi Aramco 1086-ARAMCO-Expand Dhahran Resid-Com-Package-6, controlling the Transmittal Documents Such as MR/PR, RTA Documents and IAP.

COURSES

NEBOSH Award in healthy and Safety at Work 2017.

HABC Level One International Award in Fire Safety 2017

SKILLS

Proficient in MS Office programs.

Oracle EBS Material Requisition User

Adaptive & open to learning new skills.

Perform steadily under pressure.

Communicate effectively with team & clients.

Self-driven & dedicated in achieving the target.

LANGUAGES

English & Arabic.