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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.