



Ahmed D. Al Subhi


Administrator

Location: Yanbu, Saudi Arabia
Address: 7741, AlBandar, Yanbu 46421-3943
Education: Diploma, Data base systems applicable
Experience: 13 Years,4 Months



Certificates Docs.

CONTACT

Name: Ahmed Dakheel Al Subhi
Mobile Phone:  +966 595270929
Address: Yanbu Al Bahar
AlBandar ds- King Khaled St.
Country: Yanbu, Saudi Arabia
Email Address: alsubhiad@gmail.com

TARGET JOB

Target Job Title: Supply Chain - Purchasing, Material Expeditor, office admin, public relations
Target Job Location: Yanbu, Saudi Arabia
Career Objective: Administrative Assistance Supply chain, Material controller
PRO(public & governor Relations)
Employment Type: Employee; Contractor
Employment Status: Full time
Target Monthly Salary: SAR 10,000 (≈ USD 2,667)
Career Level: Med Level
Notice Period: Immediately
Last Monthly Salary SAR 8,075 (≈ USD 2,153)

PERSONAL INFORMATION

Date of Birth: 6 July 1977
Gender: Male
Nationality: Saudi Arabia
Visa Status: Citizen
Marital Status: Married
Number of Dependents: 4 kids, 1 wife

EXPERIENCE (13 YEARS, 4 MONTHS)

October 2020 - May 2021

Secretary I

Saudi Aramco Base oil co. Luberef (thru SRACO Co.)

Location: Yanbu, Saudi Arabia, Yanbu Al Sinayiah

Company Industry: Oil & Gas

Job Role: Administration

Manage and control schedule & timekeeping, Material requesting, invoices control,

Document control etc..

May 2015 - May 2017

Administrator (Public Relations Officer)

ERAM Engineering

Location: Yanbu, Saudi Arabia, Yanbu- Higgi Trading Building - HQ - Khobar

Company Industry: Human Resources

Job Role: Administration

Responsible for all relations between company and other companies related projects and manpower supports, via government offices such Passports office, Police, civil affair, etc., responsible of renew, issue and end of manpower related residents, etc.. and all related company which are in our services.

April 2012 - June 2013

Supply Chain - purchasing - Custom Operations

Delmon Products Ltd.

Location: Yanbu, Saudi Arabia, Yanbu Seaport

Company Industry: Oil & Gas

Job Role: Logistics, Material expeditor and Ship

assignment as purchasing materials, Factory parts, Oil shipping from out of kingdom, organize with shipping agents, responsible of hall document of shipping cargo, translation Materials and parts from E/A and communicate with Saudi Customs etc..

November 2008 - November 2010

Project Manager Secretary

Saudi Oger Ltd.

Location: Yanbu, Saudi Arabia, Royal Commission for Jubail And Yanbu - Yanbu Project

Company Industry: Purchasing & Procurement

Job Role: Administration

Organize Manager office works and schedule in addition to communicate with Royal commission, office works, translation A/E and E/A. Export reports and decision maker.

January 2005 - April 2007

Administration Assistance

Saudi Aramco (thru Al Hugayet Est. for contracting)

Location: Yanbu, Saudi Arabia, Saudi Aramco - Yanbu Refinery

Company Industry: Oil & Gas

Job Role: Administration

Admin Asst. At Saudi Aramco-Yanbu Refinery-Operations Division- Process Area one Unit in addition with area II & III coverage.

January 2000 - November 2004

Section Supervisor

Saudi company for hotel and markets Co. - Yanbu Holiday inn

Location: Yanbu, Saudi Arabia

Company Industry: Sales Outsourcing

Job Role: Customer Service and Call Center

Supervising & organizing work at the Front office department including internal sales services.

EDUCATION

July 1998

Diploma, Data base systems applicable

at Data base

Location: Yanbu, Saudi Arabia

Grade: 98 out of 100

February 1995

High school or equivalent, scientific Section

at High School

Location: Yanbu, Saudi Arabia

Grade: 71 out of 100

SKILLS

- Excellent dealing with SAP System (Intermediate)

Excellent dealing with Microsoft Office 2007 & 2010,2013 &2016 (Word, Excel, Power Point and Projec

(Expert)

- Excellence with using computers and their system such as Windows XP, Win Server 2008, Win7, Win 8 -10

(Expert)

Excellent dealing with SAP B2B system (Intermediate)

- Excellence dealing with English language with talking, writing and reading with Instant Translatio

(Expert)

Office Organizations (Expert)

LANGUAGES

English (Expert)

REFERENCES

Salim S Al Ghamdi

Job Title: Shift Superintendent

Company Name: Saudi Aramco - Petro Rabigh

Phone Number: +966 505362519

Email Address:

Mr. Attyiah H. Al Hammadi

Job Title: Branch Manager

Company Name: Delmon Products Ltd

Phone Number: +966 505365870

Email Address: ahammadi@iffco.com

Masnad Al Qadi

Job Title: Shift Superintendent

Company Name: Rabigh Refining and Petrochemical Co.

Phone Number: +966 505360447

Email Address: