

# RESUME

## **MR. MOHAMMED ALI K. AL-MASRI**

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### **I. CAREER OBJECTIVE**

To filled-up any key positions in the field of office management and Materials/Maintenance works that will best fit and utilize my professional background and experiences, which will contribute to the profitability and growth of the company.

### **II. QUALIFICATIONS**

- Associate Degree of Science in Major Office Management from Jubail Industrial College in October 26, 2007.
- Bachelor Degree from King Faisal University in Business administration in January 18, 2015.

### **III. SUBJECTS ATTENDED**

- Electronic of Business Management.
- Contracting and Negotiation.
- Project Management.
- Office Management.
- Accounting.
- Management Information System.
- Human Resource Management.
- Public Relations.
- Business Report Writing.

### **IV. EXPERIENCE**

- Since December 15, 2012 I am working as Materials & Maintenance Planner with SRACO (Saudi Aramco Contractor) in Ras Tanura Community Utilities Division.
- I worked as Admin Clerk with SRACO (Saudi Aramco Contractor) in Ras Tanura Community Utilities Division from April 01, 2012 to December 14, 2012.
- I worked as Admin Clerk for Dallah Trans Arabia (Saudi Aramco Contractor) in Ras Tanura Community Utilities Division from July 05, 2008 to March 31, 2012.
- I Worked as Admin Assistant at Royal commission in Jubail Industrial City (Organization Development Department) during my training program for 15 weeks from June 23, 2007 to October 23, 2007.

**Job Description:** I am working in the Division Office as Material & Maintenance Planner thru the SAP System for Community Utilities Division in Ras Tanura in Saudi Aramco.

My duties carrying process and work flow the requests such as:

1. **DC Materials:** (Initiate Request through the SAP System – follow up for developing with the purchasing – contact to deliver materials with Vendor).
2. **B2B Materials:** (Initiate Request through the B2B System – follow to issue the PO – contact to deliver materials with the Supplier).

3. **LPR Materials:** (Create request form – send the request with quotation to contract in order to deliver materials)
4. **Petty Cash Request:** (Create request form with the invoice attached for urgently required materials & reimburses the money to concern people.)
5. Create RPO's Requests for several departments under Cost Center or Special Account in SAP thru ME21N.
6. Create a Service Entry Sheet for the contractors.
7. Override Materials from other plants.
8. Issue MIGO for the materials to collect it from the DPC.
9. Search for materials availability in the SAP System.
10. Convert notification to work order and package preparation.
11. Plan, schedule and review daily activities with maintenance supervisor.
12. Scope of work preparation and review along with specialist / Supervisor.
13. Budgeting and cost consumption report on monthly basis.
14. Request quotation from the vendor.
15. Prepare the time sheet for Aramco employees and contractor employees.
16. Insert the time sheet in SAP thru IW 44 transaction.
17. Ordering materials for work order by using SAP thru IW 32.
18. Close the work orders which have been done in SAP thru IW 32 transaction.
19. Safety Coordinator for our department to do some tasks such as presentation topic or view safety films & prepare safety report.
20. Filing documents related to our unit.
21. Answer telephone inquiries.
22. Check materials and tools availability, description and price in SAP thru MM 03.
23. Prepare stationary Request, monthly vehicle kilometers report, and Performance Appraisal to contractor employees after the foreman fill it.
24. Prepare Temporary Gate Access for venders.
25. Arrange meetings with other Employees to attend in our department.

## V. SKILLS

- Using SAP System related to Martials/Maintenance ordering, scheduling, posting & issuing.
- Computer skill with latest software (Microsoft Word, Excel, Power Point, Outlook)
- Operate other office machines such as fax machine, copier, calculator, Scanner & typewriter.
- Perform basic clerical and administrative tasks
- Arrange documentation and filing system
- Good Arabic and English language skills
- Typing skill (English and Arabic) at speed of 45 wpm.
- Ability to learn.
- Discipline team player.
- Prepare presentations & reports
- Arrange required department meetings, prepare minutes of meetings and follow up action with concern staff.
- Arrange flight booking & transportation as per management requirement.
- Control office asset, stationeries and supplies.
- Other related business tasks as required.

**V. TRAINING**

- ✓ Fire Safety Awareness at Aramco Training Center.
- ✓ Driver Improvement Refresher. (E-Dir) Driver.
- ✓ Heart Saver First Aid CPR And Certification Course
- ✓ Shop Using B2b User.
- ✓ Order General-Delta
- ✓ Driver Improvement Refresher (E-Dir)
- ✓ Order Processing With B2b Gen-Delta
- ✓ Fire Safety Awareness Practical
- ✓ Proponent Purchase Order/Service Entry
- ✓ Notification History
- ✓ Order General
- ✓ Order Budgeting
- ✓ Order Scheduling
- ✓ Order Assignment
- ✓ Order MMT
- ✓ Relief Valve Inspection
- ✓ Management Of Change (E-Learning)
- ✓ Information Security Essentials
- ✓ Driving Safety
- ✓ Equip Phase1 Safety/Behavioral Training
- ✓ Phishing Assessment
- ✓ External Services Procurement
- ✓ Safe Passing (Overtaking)
- ✓ Community Services Effective Leadership
- ✓ Equip: Heart Saver First Aid , CPR & AED
- ✓ External Services Procurement

**VI. PERSONAL INFORMATION**

ID Number - 1026959120  
Nationality - Saudi Arabia  
Date of Birth - March 1, 1984 - Dhahran  
Marital Status – Married

**VII. REFERENCE**

Mr. Hussain A. Al-Masri, Sadarah Company - Mob: 0503805833  
Mr. Hasan M. Al-Zawwad, Saudi Aramco, Supervisor - Mob: 0569639933  
Mr. Mohmmad A. Al-Sharaf, Royal Commission - Mob: 050490616