

Nashmi Almajnoni

M: 0554088650 Address: 5404 – An Nawwariah Dist. Unit# 8. Makkah, 24217 E-mail: almajnoni.n@gmail.com

Website: [linkedin.com/in/nashmi-almajnoni/](https://www.linkedin.com/in/nashmi-almajnoni/) References: Available Upon Request

Objective:

Result-oriented Mechanical Engineer with the ability to perform cost control and expense reduction for workflow and productions to ensure an excellent quality control and safety regulation. Interested in Project Engineer to provide high level engineering solution for Al Mutawa Sons Company

Education:

Oklahoma State University Stillwater, OK, USA
B.S. in Mechanical Engineering; GPA: 3.2 out of 4

May 2018

Professional Experience:

Rig Hand June 2018 – March 2020

Cactus Drilling Oklahoma City, OK, USA

- Optimized Rig walk between wells by attaching pads to the substructure to minimize time waste
- Resolved machinery breakdowns by 20% while employing periodic and preventive maintenance
- Prepared the daily safety meeting and job safety analysis sheets and conducted risk assessments

Technician, Field Operator

October 2010 – May 2012

Alkhorayef Petroleum Dammam, Saudi Arabia

- Installed and efficiently sustained Electrical Submersible Pumping Systems for oil production
 - Recorded oil production data into Microsoft Office and reported completed task to supervisor
 - Conducted root cause analysis and propose corrective actions for production data
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Skills and Highlights:

- Arabic and English language proficiency
 - CAD Software: SolidWorks, CFD, ANSYS
 - Problem Solving and Critical Thinking
 - Advanced Mathematics
 - Microsoft Office
 - Technical Report Writing
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Certifications:

- 35 Hours of Project Management Professional (PMP) Preparation Certificate
 - Lean Manufacturing, Risk Management and Analysis Workshop
 - OSHA 30-Hour General Industry Safety and Health
 - Quality Management System ISO 9001
 - Six Sigma Green Belt Certificate
 - The Leadership Essentials
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Honors and Affiliations:

Member of Saudi Council of Engineers
Dean's list, Oklahoma State University

February 2021 – Present
Fall 2013, Fall 2015, Fall 2017

5404 – An Nawwariah Dist. Unit# 8.
Makkah, 24217-7188 KSA

July 8, 2021

Dear Hiring Manager,

I am writing this letter for an opportunity to apply for a Project Engineer at Al Mutawa Holding in Saudi Arabia. I am a Mechanical Engineer graduate from Oklahoma State University, USA. My academic knowledge in project management and classroom engineering projects and my work experiences in the field surely would be a contribution to your organization.

In my previous position at Cactus Drilling, I had the opportunity to contribute to corrective maintenance projects to ensure and maximize the availability of the equipment. I have gained problem-solving and root-cause analysis skills. By employing periodic and preventive maintenance operations, sudden breakdowns were decreased by 20%. Furthermore, I conducted field observation and worked with subcontractors and project managers to ensure OSHA requirements are implemented. I would like to apply these same skills to be a part of this innovative team.

While working with Cactus Drilling, I gained some interpersonal skills, such as problem-solving. I noticed an issue that the hydraulic oil is being wasted due to leaks and outburst hydraulic hoses. Since I like to keep up with up-to-date inventions and using best practices, I researched and delivered to my employer a newly invented device that shut down the hydraulic oil feeder from supplying more oil and set the alarm off to notify the operator of the leak. A commitment to using the best practices would ensure the company's productivity.

During my previous experience, I had the opportunity to learn how to expertly operate and handle tasks and projects for the ESP assembly process. My manager used to assign me intensive projects such as monthly collecting reading data for remote oil wells to accomplish in a certain timeframe. These projects certainly improved my technical writing skill that assisted me to successfully accomplish any tasks in a quality and timely manner. The experience and the knowledge of handling and operating projects along with monitoring their performance would assist your company. These skills would fill the requirements and benefit your firm.

My work experience at Alkhorayef Petroleum allowed me to contribute through hands-on experience and acquired knowledge. With strict deadlines, I visited assigned well sites and inserted the oil production monthly data into Excel, and submitted them to my supervisor to be delivered to our client with a high degree of data accuracy and quality. My knowledge of Microsoft office and working in the field would contribute to your firm.

I owe you profound thanks for reviewing my application. I am looking forward to hearing from you. I can be reached at any time at my cellphone +966554088650 or email almajnoni.n@gmail.com.

Cordially,
Nashmi Almajnoni