

MUBARAK K. ALFAIHANI

Status: Married

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Mobile: 0558233099

Dammam, Saudi Arabia

Date of Birth: 07/15/1995

OBJECTIVE:

I am eager to exhibit my abilities to assist the firm in achieving its goals and purpose by performing management and strategic planning skills. I have the ability to take on fast paced role due to my quick learning skills.

Positions Held & Work Experience:

Alqahtani Pipe Coating Industries / Saudi Arabia.

Project Coordinator

Mar 2021 – Present

- ❖ Handling financial queries.
- ❖ Preparing presentation to update senior management on the project progress.
- ❖ Create and maintain comprehensive project documentation, plans and reports.
- ❖ Oversee project procurement management.
- ❖ Make sure that client's needs are met as projects evolve.
- ❖ Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.

System Operator

Oct 2019 – Feb 2021

- ❖ Daily production reports.
- ❖ Coordinating with Alqahtani departments.
- ❖ Pipe data entry by ORACLE system.
- ❖ Monitoring and locating pipes schedule.
- ❖ Loading out pipes, and spools by ORACLE system.

Abrar real estate

July 2018 – Aug 2019

- ❖ Showing properties to potential buyers and renters.
- ❖ Creating contracts through EJAR.
- ❖ Advising clients on market conditions such as price, and mortgages.

Education:

University of the incarnate word- San Antonio USA

Graduated: May 2018

- ❖ Bachelor Degree in Finance
- ❖ GPA: 3.14 out of 4.00

SKILLS & Certification:

- ❖ Excellent communication and negotiation with multicultural business.
- ❖ Languages: Fluent in Arabic, and English.
- ❖ Computer skills: Microsoft office.
- ❖ Reporting skills.
- ❖ PMP course certification