

# Habeeb Al-abyad (resume) 2022

## Work Experiences:

**Company.name:** Engineering for Petroleum and chemical industries process . March 2007- Dec 2021.

My achievement:

- **(1) Support and coordinate with projects administration favor Aramco company such as:**
  1. Alsafaniya project: water desalination rehabilitation 2007 .
  2. Yanbu project: crude oil pipeline expansion to tank farm 2014 .
  3. Aramco vendor registration : Fully responsible on the company vendor account in Aramco portal: follow up any issue obstructing receipt of payments / uploading required Gov. certificates like (Cr,Gosi,Sagia,Municipality) and sometimes I do outside visit to Aramco office to get advice related to registration, and sometimes communicate with Aramco IT helpdesk to fix any technical problem related to the vendor account log in error.

**(2) Health Insurance executive** (almost more than 14 years serving around 600 people by registering them with dependents online and solve any issues hinder getting outstanding medical care, in addition to that preparing monthly financial report attached with bills to be submitted to finance department, further I request new quotes for annual insurance renewal from minimum 8 insurance companies 2 months earlier concentrating on service quality).

**(3) DHL shipments processing** : processing daily shipments online booking and tool free , and providing training to my colleagues, coordinate with courier and DHL IT technician to fix any issue related to Dhl portal , coordinate with logistics teamwork to quote new shipment from consignee

**(4) Preparing employments contracts** and follow up with new recruited personnel to sign the contract and solving all new employee problems that hamper Gosi registration by direct contact.

**(5) Payroll processing** for office staff +Attendance supervisor using smart mobile linked with cloud software / .

**(6) IT technician:** troubleshooting simple technical error PC's in HQ office and fixing printers, providing consultation solution to overcome all technical raised problems that stop working such as internet connection failure or printing error, further qualifying old PC,s with required software plus fixing damaged hardware within boot system or replacement with new items) .

**(7) Applying Translation** notification letters from Arabic into English and vice versa .

**Company name:** Mohamad Salem Alswedi (SAS). Aug 2006 – Dec2006

My achievement: Labors Camps supervisor all over Saudi Arabia projects

1. follow up all company labors need and accommodation problems solution.
2. applying personal inspection inside different camps and writing reports to the company administration to obtain solutions for any rising problem.
3. preparing weekly report concentrating about labors needs.

**Company name:** Saud Consulting Services\_ Jan 2005-Aug2006.

My achievement:

1. Cashier : salaries payment
2. Daily invoices processing .
3. Weekly Bank visit to withdraw cash money.
4. Coordinate with Sabic office to submit our maintenance labor timesheet every month .

**Company name:** Saudi Catering & Contracting Co. DEC 2003- JAN2005.

My achievement:

1. monthly payroll processing for 3000 thousand laborer .
2. Internal vouchers Auditor .
3. supporting HR manager by recruiting suitable & qualified new Saudi labors.

**Company name:** Saipem LTD.construction/oil&Gas . FEB 2002- OCT 2003

My achievement:

1. Wages Clerk in HR department (prepare employee contract) with fully signature.

**Company name:** Ford/Al-jazera show room. SEP 1998 . Automobile Salesman:

Food Salesman 1999-2002 . (business owner)

**Company name:** Al-shifa factory. for medical syringes 1998 . (Dammam)

My achievement:

1. Marketing manger assistant.
2. office Secretary assignment .

**Company name:** Arabian Establishment for Trade & Shipping (A.E.T). 1997

1. Ships Clearance in AL-Jubail Port
2. fulfilling any emergency need such as providing any medication to vessel workers .
3. preparing manifest before vessel arrival .

### **Education:**

- Sales Diploma (IPA) Institute Of Public Administration (Dammam branch)
- Air Ticketing & Cargo Services diploma.

### **Skills:**

1. Computer technician (basic skills): troubleshooting/fixing network connection and printing error/damaged hardware replacement/ providing technical solution consultation .
2. MS office :Word/Excel/PowerPoint
3. Writing detailed Reports .

**HOPIES:** Writings articles in (health/social & general affair) scope, Books collector.

### **Contact Information:**

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**Nationality: Saudi citizen**