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|  | 🞂Sagri, ReemLocation: Saudi Arabia –Khobar Phone: 0535590049E-mail: reem.as1@yahoo.comLocation :Khobar ObjectivesHighly motivated with practical experience with10 years garnered in real world business environments on enterprise level. Formally trained in Business development, cost estimate, Budget planning, recruitment. Interested in joining new industrial and sectors in an efforts to expand my knowledge and partial experiences. EducationBusiness Administrative -Bachelor degree ExperienceSenior Cost engineer (Jun 2020-Presnt)Wood Al Hejailan company* Prepare time, cost, materials, and labor estimates.
* Tracking actual expenditure as cost, headcount & manhours Vs the budget to share the reports status with Saudi Aramco .
* Prepare the manpower plan based on offshore contacts with Saudi Aramco.

Cost engineer (November 2017 –March 2020)Khatib alami. Engineering service - Contractor with Aramco King Salman International Complex for Maritime Industries.* Analyze blueprints and other documentation to prepare time, cost, materials, and labor estimates.
* Assess cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops adjustments to cost estimates.
* Prepare estimates used by management for purposes such as planning, organizing, and scheduling work.
* Prepare estimates for use in selecting vendors or subcontractors.
* Review material and labor requirements, to decide whether it is more cost-effective to produce or purchase components.
* Prepare cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project.
* Prepare weekly KPIs report to measure value that demonstrates how effectively a company is achieving key business objectives on all organizations departments.
* Prepare the Mind Year accountability & End year report to measure the project cost achievement & expenditure cost.
* Prepare performance dialog presentation on Quarterly to Project manager and General manger.
* Update the workforce Plan by company’s (SAO, SMPs, and PMS).

**Senior Cost Control.** (January 2016 –November 2017 )KBR-AMCDE * Supervise &Coordinate with the project’s cost control to prepare and issue the monthly projects status reports.
* Develop staffing plans and hours tracking reports.
* Issue monthly progress reports.
* Prepare PSR meeting with management to reflect the project cost issues and financial status for all pending payment to all contracts (GES+, LSTK, WERs).

**Cost Control Supervisor** (March 2012 – December 2015 )Kellogg Brown & Root (KBR) Inc, Sadara Chemicals Project– Saudi Arabia * Supervise a team of cost control specialists to develop and maintain monthly cost reports and cash calls requirements.
* Responsible for preparing cost report updates and report generation for review by Management.
* Work with various operations and support units to ensure that accurate and timely cost data are available for preparation of cost reports.
* Perform cost data processing and analysis to provide management with project status, forecasts, and definition of alternatives.
* Generate change orders and maintain change order registers.
* Work closely with the projects teams to identify cost impacts of proposed changes and incorporate those impacts into the Project Work Plan.
* Prepare and develop specific project presentations (PowerPoint).
* Prepare safety checklists as part of an HSSE program to find common solutions alongside others.
* Coordinate all activities related to Document Control procedures, including technical documents, drawings, among other items.
* Maintain updated records of all approved documents and drawings and their respective distribution.
* Maintain files and control logs as required by the project.
* Supervise the control and monitoring of documents to ensure compliance with the corporate methodology and procedures.
* Support and assist document controls in organizing and producing reports.

Document Control & Cost Specialist* Handle the tasks of identifying deviations from project plan by managing all cost control and reporting systems and procedures
* Responsible for preparing cost report updates and report generation for review by Management
* Work with various operations and support units to ensure that accurate and timely cost data is available for preparation of cost reports
* Perform cost data processing and analysis to provide management with project status, forecasts and definition of alternatives
* Responsible for insuring that all cost activities are prepared, reported and tracked accordingly
* Forecast payments from vendors for the monthly in voicing to client.
* Generate change orders and maintain change order status registers.
* Work closely with the projects teams to identify cost impacts of proposed changes and incorporate those impacts into the Project Work Plan
* Prepare & update charts by envelop weekly.
* Prepare and develop presentations (PowerPoint)
* Provide weekly staffing forecasts.
* Maintain the overall staffing organization.
* Update the weekly man-hours report on the project.
* Analyze monthly cost reports data for the hours and compare to staffing needs and forecasts.
* Develop and maintain the project shared folder for various documentation.
* Monitor and organize data into the shared folder.
* Prepare safety checks lists and coordinate solutions with others.
* Assist the team in preparation for their development coerces.
* Develop and follow up on the IT tickets.
* Coordinate all activities related to Document Control Procedure, including technical documents, drawings, and commercial correspondence.
* Maintain the files and control logs as required by the project.

Administrative Assistant and Accounts Specialist (September 2010 – July 2011)**Gulf Charity Division of Special Education Children.*** Prepare files revenues and expenses in an orderly manner.
* Work revealed graph is included by Assembly and expense.
* Preparation of graphic reports of income and expenses
* Proceeds from registration assembly activities.
* Record net profit to be added in the budget for the New Year.
* Preparation and coordination for any outside activities and coordinate with the shepherds and government agencies and the private sector.
* Preparation and coordination with the press and websites to cover the activities of the charity coordination with the main sections Assembly in any report or indoor and outdoor activity.
* Created new edition of directory for chamber membership on annual basis.
* Processed word of memos, articles, letters etc.
* Provided a full variety of organizational support to the organization's head.

Administrative Assistant (January 2010 – August 2010)**Charity of Princess Adelah Bint Abdullah for Children Cancer** * Coordination of donations and artistic activities including the participation of the Gulf States of Saudi Arabia.
* Active members participated in the election of the Board of Directors President.
* Monitored invoices and purchase orders requests.
* Prepared cost reports and analyzed data for funding scenarios or lack thereof.
* Developed staffing plans and conduct workshops.
* Attended both informative and technical sessions held by the different local hospitals.
* Handled the work of updating chamber registry and recruiting new businesses for membership.
* Intended monthly newsletters for company.
* Maintained the records files of all office.
* Prepared and changed reports, spreadsheets, and administrative documents as per requirements**.**
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