

# Jehad H. Alwakeel

---

Ash Sharqiah, Saudi Arabia | +966543538009 | [alwakeeljehad@gmail.com](mailto:alwakeeljehad@gmail.com)

## Objective

Seeking a challenging role in Oil & Gas and Manufacturing industry. I'm an active person and like to cooperate with my peers and always seek challenges to overcome. The competitive advantages of myself is that I possess the knowledge of management write professional reports along with strong communication and observation skills

## Education

- **Bachelor of Science in management**, May 2017  
*St. Cloud State University (SCSU), St. Cloud, MN, United states*

**Related coursework:** Supply Chain MGMT, Strategic Management, Legal/Ethical/Global Envir, Intro Professional MGMT, Operations MGMT, Intro to Marketing, Management Info System, Organizational Behavior, Leading ORG Change, Managerial Finance, Employee Selection.

## Experience

- **Document controller at Aasia Steel factory** **Sep 2018 - present**
  - Receive and review technical drawings.
  - Receive and monitor production reports from all sections.
  - Update and circulate information between departments daily.
  - Ensure that all hard copy filing is accurate and is easily retrievable.
  - Makes sure all the documents released for production and to staff are recorded.
  - Maintain the files and control logs as required by the standard.
  - Accurately updates information as required.
  - Conducting regular reviews and document audits.
  - Using computers to organize and distribute documents within the company.

### Extra activities

- Supervising the Blasting activities in the F&B section.
- Monitor time consumption for blasting activities
- Maintain the daily blasting records.

## Certification

- IEC English program at St. Cloud State University 2012
- Bachelor of Science in management 2017

## Volunteer Work

- English tutor for an international student for 8 months.
- Member of the career day group whom managing and arranging the companies in every career day at university.

## Languages

- Arabic - Native
- English - Fluent

## **Skills & Abilities**

· Microsoft Office suite

· Team work

· Problem solving

· Prepare presentations

· Scheduling

· Quick Learner