

Mustafa Alshuwikhat

Administrator

Summary

Years of experience

4 Years

Office of employment

Saudi Arabia

Industries

- Oil and Gas
- Educational
- In-plant

Key clients

- Saudi Aramco
 - Fadhili (PMC)
 - Khurais (PMC)
- Marafiq
- Sadara Chemical Co.
 - Wasit NG.
 - EO/PO
 - Site Personnel (PMC)
- Saudi Electric Co.

Contact Details

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Qualifications

Education

Bachelor Degree in Business Administration from Tennessee Tech University, United States of America.

Software / Skills

- Microsoft Project.
- Data Entry
- Team Lead
- Interpersonal Communication

Languages

- English
- Arabic

Current projects

Project Administrator (April 01 2018-September 10 2020)

Wood. - Alkhobar–Saudi Arabia

- Sadara Chemical Co. (EP/PO & Wasit NG Pipeline Projects).
- Marafiq (PMC Project).
- Khurais, Saudi Aramco (PMC Project).

Experience

Administrative Assistant (Apr. 2018 – Sep. 2020)

Wood Group – Amec Foster Wheeler

- Manage weekly timesheet for office & site personnel.
- Development & maintain document processes for the efficient management and recording of technical documentations.
- Coordinate with HR for new hire if required by client.
- Manage all access to site and make sure all IDs are up to date.
- Management of documents that must be controlled and kept for audit/internal requirements.
- Maintain proper organization and storage of documents and information.
- Provide full admin support to the team.
- Undertake any other ad hoc projects/ duties assigned by the PM, PCM & EM.
- Transmit and receive all correspondences / Documents.
- Manage and control leave requests.
- Set up an electronic library system for the management of technical documentations as per AmecFW procedure.
- Support Procurement Department team for PO submittal or FRQs requirements.
- Manage all logistic transportation that required by project team.

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Lead of Trainee Service Administration (Dec 2016 – Apr. 2018)

Interserve Learning & Employment (ITQAN).

As a Team Leader, I am leading 6 employees to deliver a high-quality work to ITQAN's trainees and advise them to achieve their requirements. I am supporting over 1000 trainees and setting a weekly plan and coordinate with the facilities team to ease the move for our trainees such as parking area, health and safety, clothing, fire protection, and the following daily assignments:

- Input student and other data accurately onto the College MIS systems, related databases and documents.
- Check student records and other information for accuracy and missing data.
- Work closely with the Academic and Students Services teams to ensure correct and missing student information is collected and recorded in a timely manner.
- Assist MIS Manager in development of Assessments and update Versant and PET results in MIS.
- Provide weekly warning sheet to SS team.
- Make changes to college timetable as required by the academic team.
- Update CoE portal on regular basis.
- Assist with responding to requests for information, by providing reports or other documents.
- Assist with general clerical and routine systems and administrative tasks to support the MIS team.
- Assist with copying and archiving of data and documents.
- To assist with internal and external audit checks and audit testing as necessary.
- To work with colleagues from around the college (especially HR, Academic, SS, Finance and MIS) to ensure that all data recorded is valid and accurate.

Procurement Assistant (Feb. 2016 – Dec. 2016)

Eram Support Service Arabia

- Create purchase order as per approved purchase requisition
- Follow up with suppliers, forwarder, and warehouse as per delivery targets.
- Responsible for upload/e-filing for all important documents related to purchase order.
- Checking/follow up of orders with supplier
- Organize the flow of RFQ's and keep track with suppliers and requester
- Support in price comparison
- Support project group any local transport request for deliveries to customer's site.
- Managing supplier invoices and payment
- Create request for new vendors and update their data if required.

Professional History

- Wood (2018 – Present)
- Interserve Learning & Employment (ITQAN)
- Eram Support Service Arabia