

SAUD K. KHOJA

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❖ **Objective:**

- I am applying for this opportunity as I am willing to harness my academic knowledge and work experience to exceptionally strive for your organization's growth and development

❖ **Education:**

- Bachelor of Science (B.S.) in Chemical Engineering
 - Institution: King Fahd University of Petroleum & Minerals (KFUPM)
 - Cumulative GPA: (2.99) out of (4.00)
 - Date of Graduation: January 1st, [2020]

❖ **Work Experience [February 2020 – April 2021]:**

- Occupied the position of "PDP (Professional Development Program) - Regular Employee" as Operations Engineer in Off-Sites (Refinery Tank Farm) at Saudi Aramco Total Refining and Petrochemical Company (SATORP)
 - Major Accomplishments and Contributions:
 - Spent the first three (3) months shadowing a Shift-Group (consisting of Field, Lead, & Panel Operators, and, Shift-Group-Supervisor), in order to familiarize myself with the equipment, storage, & processes pertaining to Off-Sites units;
 - Had the opportunity to engage in "Operator Training Simulation" (OTS) for two (2) weeks, to practice the roles of Control Panel Officers in dealing with Distributed Control System (DCS);
 - Had successfully received SATORP Issuer Work Permit Certificate, after which I was exposed to the regular tasks of Operations Maintenance Coordinators (OMC's) for one (1) month;
 - Since then, worked as Operations Engineer (until April 2021), during which I:
 - Got certified as Incidents Investigator: Root Cause Analyst (using TapRoot®);
 - Reduced the total number of Control-Panel-Alarms by 50% [in two (2) distinct occasions] by making seventeen (17) MOC's (Management of Change) in EDMS (Electronic Document Management System);
 - Successfully utilized (and sometimes, modified) SATORP Work-Procedures;
 - Conducted a total number of nineteen (19) "Risk Assessments" with the aid of P&ID's (Piping & Instrumentation Diagrams), and, PFD's (Process Flow Diagrams);
 - Actively participated in multiple sessions to enhance the use of OLB (Operator-Log-Book) for Operation-Shift-Team-Members;
 - Helped optimize many condition parameters (including Temperature, Pressure, Level, and, Flow Rate) with the help of PI Process Book software;

- Estimated potential adverse consequences and provided corresponding mitigation actions for the case of F&G (Fuel and Gas) system being under MOS (Maintenance Override Switch) within both refinery ISBL (In-Side-Battery-Limit) and OSBL (Out-Side-Battery-Limit);
- Pro-Actively coordinated with Scheduling Engineers to ensure all their instructions are implemented in effect, and, provided recommendations to further enhance the mutual communications between Operations and Scheduling departments;
- Got familiar with MSDS (Material Safety Data Sheet) to help understand the nature and chemistry of material under consideration;
- Led, managed, and provided recommendations for QHSEI (Quarterly Health Safety Environment Inspection) in three (3) distinct occasions;
- Immensely did study the refinery ISBL (In-Side-Battery-Limit) Cause & Effect Diagrams (C&E's) to grasp the probable hazards associated with extreme cases that can instigate ESD (Emergency-Shut-Down) system to take effect;
- Utilized LIMS (Laboratory Information Management System) software to view and analyze lab-results of samples-taken-from-tanks-sampling-valves, and, investigated abnormalities to resolve undesired deviations;
- Participated in troubleshooting many critical incidents (including Bacteria Growth appearing in pipelines designated to transport Jet A1 from Tank Farm to Jubail Industrial Port);
- Raised the Safety Awareness of Area-Business-Team-Members by introducing Safety Moments & Incident Reports issued by the U.S. Chemical Safety and Hazard Investigation Board (CSB), in three (3) distinct "Monthly Safety Communication Meetings" (MSCM's).

❖ **Computer Skills:**

- Microsoft: (Outlook, Word, PowerPoint, Excel, & Visio); Aspen HYSYS; Minitab; POLYMATH; MATLAB; C++; LIMS; PI Process Book; EDMS; OLB; DCS HMI

❖ **Languages:**

- Arabic: (Native);
- English: (Fluent).

❖ **Hobbies and General Skills:**

- Interested in Critical Thinking, Human Psychology, and, Self-Development;
- Open to Constructive Criticism & Eager to learn and develop myself in my career;
- Willing to challenge the status-quo and further enhance and improve businesses;
- Leader, Public Speaker, and, Effective Communicator (in both Written and Oral forms).

❖ **References Available upon Request.**