

PERSONAL INFORMATION

Hussain Mahdi Al Laif

E-mail: ninjablue2011@gmail.com

Number Phone: 0555862052

Address: Saudi Arabia, Eastern Region, Qatif: 31911- P.O. Box: 20074

Date of Birth: 1992/12/18

Marital Status: Married

Nationality: Saudi



IT/DC

Experience

- Company Name: HIGH SEAS Marine & Industrial Services Co. Ltd
 - Position: Document Controller
 - Inclusive: 12 July 2020 – till date
-

- Company Name: Nesma Trading Company Ltd
 - Position: Document Controller
 - Inclusive date: 05 March 2018 – 06 July 2020
 - Project name: OHL- Southern Area Power Reliability Enhancement Project Contract(Aramco)
No. 6600038471 / B.I. No. 10-01032-5695
-

- Company Name: Bookstore
- Position: IT Support
- Inclusive: 2014 – 2016

EDUCATION

- Dammam Community College, Dammam, Saudi Arabia
AD (Associate Degree) in Computer & Information Technology, 2011-2014
 - Summer Program in Al Rajhi Banking, 2 months - 2013
 - Database by using Excel and Emailing.
 - Operate devices and IT supporter for the employees

COURSES & CERTIFICATES

- 2020 – Certificate in Analyzing Data with Exce, Microsoft, Minister of ICT.
- 2020 – Certificate in Analyzing Data with Power BI, Microsoft, Minister of ICT.
- 2018 – Letter of Appreciation in Document Controller, Aramco.
- 2018 - Certificate in Data foundations Nano Degree, MiSK foundation.
- 2017 - Certificate in computer skills, Saudi electronic university.
- 2014 - Certificate of Appreciation for one-year membership in the computer club, KFUPM.

SKILLS

- Language: Arabic: Native
 English: Fluent
- Knowledge of ISO 9001:2015, ISO 14001:2015, ISO 45001:2018
- Workflows for all submittals/receiving documents, and letters in hardcopy and emails.
- Basic Knowledge in ISO 9001 and QA & QC documents.
- Attending a weekly meeting to discuss updating project progress.
- Time Management.
- Able to work as Document Controller /Administrative Assistant /IT Analyst / IT officer / IT Support Specialist/ IT help desk/ Asst. programmer.
- Good in deal with technology problems such as (PC Maintenance, Networking, Programming, Sharing, Troubleshooting, Configuration, Upgrade and Installation).
- Basics in SQL and Tableau program, to extract and analyze data stored in databases. As well as develop Excel skills to manipulate, analyze, and visualize data in a spreadsheet.
- Good in Data Design, Data Entry, Microsoft Office, SQLite, adobe acrobat pro and outlook 365.
- Attended workshops to enhance as teamwork in KFUPM for one-year



وثيقة تخرج

Graduation Certificate

This is to certify that the student named below has completed all formal and academic requirements for the Associate Degree in Computer & Information Technology. The Degree is conferred by *Dammam Community College* an affiliate of **King Fahd University of Petroleum & Minerals**.

تشهد **كلية المجتمع بالدمام** التابعة لجامعة **الملك فهد للبترول والمعادن** أن الطالب المدونة بياناته أدناه قد أتم بنجاح جميع المقررات المطلوبة للحصول على درجة المشاركة في برنامج الحاسب و تقنية المعلومات.

Student Name	AL LAIF, HUSSAIN MAHDI A
ID Number	201110369
Date of Birth	18 Dec 1992
Major	Computer & Information Technology
Graduation Date	29 MAY 2014

الاسم	حسين مهدي عبد المحسن آل ليف
رقم الطالب	201110369
تاريخ الميلاد	1413/06/24 هـ
التخصص	برنامج الحاسب و تقنية المعلومات
تاريخ التخرج	30 رجب 1435 هـ

College Registrar (Acting)

Ovais A. Khan

Ovais A. Khan

مسجل الكلية (المكلف)

أويس بن أحمد خان

Dean, Dammam Community College

Abdulrahman A. Al-Arfaj

Abdulrahman A. Al-Arfaj

عميد كلية المجتمع بالدمام

عبدالرحمن بن احمد العرفج

Rector of the University

Khaled S. Al-Sultan



Khaled S. Al-Sultan

مدير الجامعة

خالد بن صالح السلطان



رقم الهوية: 1081081042

النسخة الأصلية (1)

EMP# 006802

Date: 25 / August / 2020

التاريخ: 06 / محرم / 1442 هـ

Subject: Service Certificate

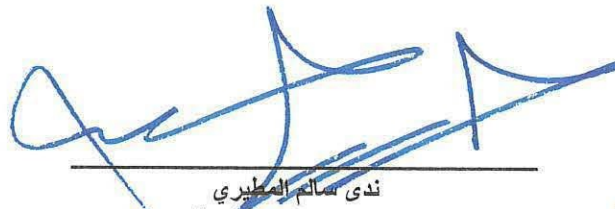
الموضوع: شهادة خدمة

This is to certify that Mr. HUSSAIN
MAHDI ABDELMOHSEN AL LAIF (Saudi National),
holding Saudi ID number 1081081042
was employed in the position of
"DOCUMENT CONTROLLER" The period:
From 05 / 03 / 2018 till
16 / 07 / 2020.

نفيدكم نحن أن السيد/ حسين
مهدي عبدالمحسن الليف (سعودي)
الجنسية) بموجب هوية وطنية رقم
1081081042 قد عمل لدينا بوظيفة
"مراقب مستندات" خلال
الفترة: من 05 / 03 / 2018 وحتى
16 / 07 / 2020 م.

With our best wishes for continued
Progress and success in his future.

مع أطيب تمنياتنا له بدوام التقدم والنجاح في
حياته المستقبلية.



ندى سالم المطيري
مديرة الموارد البشرية

Nada Salam Al Mutairi
Human Resource Manager



Microsoft® certificate of Achievement

This certificate accredits that

Hussain Al Laif

has successfully completed the following
Microsoft Official Course:

20778 Analyzing Data with Power BI



A handwritten signature in black ink, appearing to read "N. Satya Nadella".

Satya Nadella
Chief Executive Officer

Abdulazi z Bkeer

Microsoft Certified Trainer

Course Duration: 3 Days
Completion Date: 29/12/41



شهادة إتمام

منحت هذه الشهادة إلى
حسين مهدي آل ليف

لإتمامه دورة

التحليل والتمثيل المرئي للبيانات باستخدام PowerBI

والتي عقدت في الفترة من 16 أغسطس 2020م إلى 19 أغسطس 2020م بواقع 24 ساعة تدريبية
بدعم من وزارة الاتصالات وتقنية المعلومات

Microsoft® certificate of Achievement

This certificate accredits that

Hussain Al Laif

has successfully completed the following
Microsoft Official Course:

20779 Analyzing Data with Excel



A handwritten signature in black ink, appearing to read "N. Satya Nadella".

Satya Nadella
Chief Executive Officer

Abdulaziz Bkeer

Microsoft Certified Trainer

Course Duration: 3 Days
Completion Date: 22/12/41



شهادة إتمام

منحت هذه الشهادة إلى
حسين مهدي آل ليف

لإتمامه دورة
التحليل والتمثيل المرئي للبيانات

والتي عقدت في الفترة من 9 أغسطس 2020م إلى 12 أغسطس 2020م بواقع 24 ساعة تدريبية
بدعم من وزارة الاتصالات وتقنية المعلومات



VERIFIED CERTIFICATE OF COMPLETION

February 9, 2018



Hussain Al Laif

Has successfully completed the

Connect Intensive - Data Foundations Nanodegree

NANODEGREE PROGRAM



Sebastian Thrun
Founder, Udacity



KFUPM

DAMMAM COMMUNITY COLLEGE

COMPUTER & INFORMATION
TECHNOLOGY

Certificate of Appreciation

This Certificate Is Awarded To

HUSAIN MAHDI AL-LAIF

Thanks for your generous support of a One-Year Membership In The Computer Club

DEAN

DR.ABDULRAHMAN AL-ARFAJ

Issued on

May 12, 2014

CIT COORDINATOR

MR.HANI AL-MOHAIR

دروب
dorob

رؤية
VISION
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

2011 1432
الجامعة السعودية الإلكترونية
Saudi Electronic University

شهادة اجتياز دورة تدريبية

تسعد الجامعة السعودية الإلكترونية و برنامج دروب بأن: Hussain Mahdi Al Laif

رقم الهوية: 1081081042 قد اجتاز بنجاح الدورة التدريبية في مهارات استخدام الحاسوب
المقدمة من الجامعة السعودية الإلكترونية ضمن دورات المخيم الصيفي الإلكتروني 2017
وذلك لمدة أسبوعين من 29 تقوال 1438 هـ إلى 11 ذو القعدة 1438 هـ

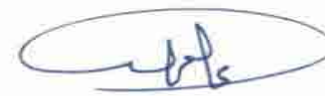
مديرة
برنامج دروب



أعير بنت عدنان الهاشمي



عميد معهد البحوث والدراسات
الجامعة السعودية الإلكترونية



د. علي بن محمد الصغير



X79WBA66-1GFEDC-SSC2



South Ghawar Oil Facilities Projects Division

Room: C-3230, Central Admin. Building, Abqaiq

January 26, 2020

APPRECIATION LETTER

To Whom It May Concern:

This is to certify that **Mr. Hussain Al Laif, Document Controller**, an employee of **Nesma & Partner Co Ltd.** Has worked on **SAUDI ARAMCO's** Project for **"Southern Area Power Reliability Enhancement Project Contract No. 6600038471 / B.I. No. 10-01032-5695.**

Installations of 13.8 KV OHTL Overhead Transmission Lines & Under Ground Cables at Aindar & Shedgum Area of **Southern Area Oil Operation (SAOO) SAUDI ARAMCO.**

This certificate is being issued in appreciation of his contribution. I wish him good luck in his future assignments.

GEORGE RIZK, Sr. Project Engineer (A)
SGOFPD/Power Enhancement Projects Unit

Saudi Arabian Oil Company
(SAUDI ARAMCO)
Oil Facilities Projects Department
SA Oil Facilities Projects Division
C-2034, Central Admin. Building
Abqaiq, 31311
Tel.: (03) 574-4056
Fax: (03) 572-3000

أرامكو السعودية
Saudi Aramco



October 15, 2018

BI-1032-5695/L-17/18

BI 10-01032-5695, Southern Area Power Reliability
Enhancements- Shedgum and Aindar
CN: 6600038471

CV of Document Controller

Nesma and Partners Co. Ltd.
P.O. Box 1498
Al-Khobar 31952
Kingdom of Saudi Arabia
Tel.: 966-13-851-9000; Fax: 966-13-894-7825

Attention: **Khalid Aouf**, Project Manager (A)


Reference: NSM Transmittal No. NSM/SAPREP/T-0836

SAPMT has reviewed and interviewed your proposed candidate as stated below and found him acceptable to work in this project as Document Controller.

Hussain M. Al-Laif – Accepted as Document Controller

SAPMT reserves the right to revoke this acceptance if the Document Controller fails to perform his responsibility and does not meet Saudi Aramco Project Management Team expectations.

Should you have any questions, please contact Ahmed AL-Matrafi, Project Engineer at 572-0673.



T.M. AL-GHAMDI, Sr. Project Engineer (A)
SAOFPD/Electrical Projects Unit


GR/AAM:mhb

cc: Majid J. Majid Sr. Project Manager, SAOFPD
Project File 5.1