­Abdullah Alshammari

**Personal information:**

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**Carrier Objective:**

To obtain a professional position in a creative and challenging environment, where I can utilize all my educational experiences and also apply my knowledge with a commitment to the company’s excellence. In this way can add value to the system and grow with the organization.

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**Education:**

* Bachelor of Science on Mechanical Engineering Science (Still have 122 credits left out of 128) - Montana State University. Expected graduation date- Fall 2021

GPA 2.89

* Aerospace Minor – Montana State University.
* Associate of Science on Administration 2011-2013 Completed -Jubail Industrial College.

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**Experience:**

*2017-2019 Student custodians - Montana State University-Part-time*

* Leader advise other workers.
* Managing teams and meeting.
* Responsibilities of performing building and general cleaning.
* Perform equipment maintenance as needed.
* Security.

*2013-2014 Administrative – SABIC Company- Jubail, Saudi Arabia – Full-time:*

* Schedule and coordinator staff and other meeting.
* Schedule appointments, reserve meeting, and maintain calendar
* Format and recorded document letter.
* Focal point for department.
* Recorded the project into the system with staff assigned.
* Call-in and follow-up the job pending .

*2011-2013 Admin Assistant – Roda Labor Hire, Saudi Arabia-:*

* Handling office tasks, such as filing, generating reports and presentations, setting up for meetings.
* Providing real-time scheduling support by booking appointments and preventing conflicts.
* Ordering and taking stock of office supplies.
* Answering and directing phone calls to relevant staff.

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**Certificates:**

* Mechanical Equipment Inspection, Operation & Maintenance Core Couse completion
* Completed Multidisc Engineering Design course – Montana State University.
* Osha Outreach Training certificate course 30-Hour Outreach for General Industry

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**Skill Highlights:**

* Management Skills.
* Problem Solving.
* Teamwork.
* Communication.
* Customer Service.
* Decision Making.
* Leadership.
* Technical Writing Skills.
* Planning & Scheduling.
* Responsibility.
* Organizational Skills.
* Work Under Pressure.
* Creativity.
* Attention to Details.
* Record Keeping.
* Empathize with Customer.
* Emotional Intelligence.
* Computer Skills.
* Self-Personality.
* Improve the work Environment.
* Supply Chains.

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**Engineering Skills:**

* AutoCAD.
* SketchUp.
* Excel
* Microsoft apps.
* MATLAB.
* CAM
* Fusion 360
* Smart sheet.
* Solid work.
* Minitab.
* + Star CCM.

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**Tool & equipment Experiences:**

* Hand tools.
* CNC machine
* Manual CNC machine

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**Language:**

* Fluent in Arabic.
* Fluent in English.