

ATHEER AL-HUMAID

AlKhobar, Saudi Arabia · +966551742285

Anh_286@hotmail.com

EXPERIENCE

JUN 2015 – MAY 2019

ADMINISTRATION ANALYSIS OPERATIONS, SAUDI ARAMCO- PETROLINK

Assisting with everyday operations of the drilling rigs

- Analyzing data
- Monitoring and reporting drilling operations
- Fixing Errors
- Documenting and Controlling rigs' data
- Participating with big data & interface team in LIP
- Issuing quality Reports for the client
- CT-RT Operations training. Support of Geosteering.

JAN 2015 – APR 2015

CUSTOMER SERVICE, GENERAL AUTOMOTIVE SERVICES (GAS)

EDUCATION & CERTIFICATES

EDUCATION

MARCH 2014

BACHELOR IN BUSINESS ADMINISTRATION, KING FAILSAL UNIVERSITY

MARCH 2009

HIGH SCHOOL, KING FAHAD UNIVERSITY OF PETROLUME & MINERALS

CERTIFICATES

MAR -AUG 2021

HR GENERALIST , TRAINING

MAY 2020

PMI-RMP. BY ENG. NASSER ALMOHIMEED, ONLINE

JANUARY 2020

COGNITIVE TEST 80%, DAMMAM

MARCH 2011

HR DIPLOMA, HR CANADA GLOBAL CENTER/HEEMM ACADEMY

SKILLS

- Over four years of experience in administrative positions, working with business documents and interacting with employees
- Demonstrated success as a team player
- Adaptable to various work environments
- Excellent interpersonal skills
- Speaking and writing skills in both Arabic and English