

Maitham Yousef Al-Basha

0562357195 – maithamybasha@hotmail.com

Personal info.

Date of Birth: 06/20/1403h – 03/04/1983

Place of Birth: Dhahran

Martial: Married

Nationality: Saudi

License Type: Transfer\Light bus

Experience

Follow-up Man.

ALI AHMED AL YEAS FOR CONTRACTING , Seihat

06/08/2020 – 30/11/2020

Driver.

MB SERVICE PETROLEUM SERVICE LTD, Al Hasa

06/12/2016 – 10/11/2019

Worker, Oil & gas wells lining.

PRECISION DRILLING SERVICES SAUDI ARABIA LTD, Al Khobar

04/06/2014 – 01/02/2015

Technician.

KAEFER SAUDI ARABIA COMPANY, Al Khobar

22/05/2012 – 20/02/2013

Assistant Accountant.

BASMAH ALFAGER COMPANY, Dammam

01/10/2009 – 01/01/2011

- Handle all the accounting and cost activities.
- Follow up all payments, reconciling statements and balance confirmations.
- Preparing\ auditing and updating accounts and financial statements.
- Carry out all activities of petty cash and report them in weekly basis.

Fitter.

DELMA GULF DRILLING COMPANY, Al Khobar

17/01/2009– 01/05/2009

Assistant Accountant.

NESMA HOLDING COMPANY LIMITED, Al Khobar

13/12/2006– 29/06/2008

- Handle all the accounting and cost activities.
- Follow up all payments, reconciling statements and balance confirmations.
- Preparing\ auditing and updating accounts and financial statements.
- Carry out all activities of petty cash and report them in weekly basis.

Secretary

AZMEEL CONTRACTING COMPANY, Al Khobar

17/09/2005– 14/05/2007

Education**Associate Degree of Material Planning & Control.**

INSTITUTE FOR SECONDARY TRADING, 2004

Material Control Course for 3 Months.

SAIHAT SOCIETY SERVICES, 2005

Skills

- Perfect Knowledge of MS Office.
- Good command of English language speaking, reading.
- Good communication skills, verbal, official letters and e-mails.
- Ability to work individually or as a team member.
- Flexibility, organization ability and self-motivated.

References

References will be given upon request.