

Curriculum Vitae

WALEED FATHI AL-SWAILEM

Cost Engineer IV

Overall:

Over 16 years of experience in office various functions that includes 15+ years in Oil and Gas Operation projects of Saudi Arabian Oil Company (Aramco), in the field of Accounting (invoicing & CRPO-Contract Release Purchase Order) and Document Management (Document Control).

Personal Information:

- Nationality: Saudi
 - Marital Status: Married
 - Date of Birth: 29 August 1984
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 - Address: c/o P.O. Box 13221, Al-Faqariyah 13221, Eastern Region Al-Dammam
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Education & Qualification:

Bachelor Degree from King Faisal University

I have successfully obtained my graduation degree in business Administration with a **GPA of 3.08 Out of 5** Dated July 26, 2021 from King Faisal University Al- Hass, KSA

Certificate Diploma from E3melbusiness Academy

In Accounting Diploma Date of Completion December 10, 2020

Certificate of Completion from Dorooob

- Complete the Course on PROJECT COST MANAGEMENT. Date 16/06/2022
- Complete the Course on Principles of Financial Accounting – Accounting Framework Date 06/07/2020.
- Complete the Course on Principles of Financial Accounting – Accounting Cycle Date 11/07/2020.
- Complete the Course on Principles of Financial Accounting – Adjustments Entries and Financial Statements Preparation Date 22/07/2020.

Certificate Diploma from the Institute of Gulf of Applied Sciences

Joined (25/12/1423) – Graduate (01/12/1425)

Diploma Computer Network Technology – Rate 3.58 out of 5

Certificate Microsoft approved courses for the following:

- Completed courses A+ (hardware – software)
- Completed courses Microsoft office XP
- Microsoft window 2000 network and operating system essentials

- Implementing Microsoft window 2000 professional and server
 - Deploying and managing Microsoft internet security and acceleration server 2000
 - Implementing, Managing and maintaining a Microsoft window server 2003 network infrastructure; network services
 - Implementing a Microsoft window server 2003 infrastructure; network host
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Experiences:

Cost Engineer (2018 Till Present)

Employee with HAKA Hassan Abdul Karim Al Gahtani Sons Co.

COST CONTROLLER – Project Support Specialist (2006 – 2017)

Worley parsons Engineering Consultancies Co. – Al-Khobar

Job Description:

- Review contractor's invoices and prepare Service Entry Sheets in SAP system for Vendor payment approval. Type of invoices includes are Work boat, Supply boat, Crew boat, Labor, Equipment and Materials.
- Provide support to the invoice review & verification group. Monitoring and analyze the Project cost expenditure of each Contract Release Purchase Orders (CRPO) under Maintain Potential Projects.
- Prepare regular status reports and forecasts for Project Management and client review.
- Working within the provisions and guidelines of the Quality Assurance in line with the Standard Internal Administrative Procedures.

CRPO CONTROLLER – Project Support Specialist (2008 – 2010)

Worley parsons Engineering Consultancies Co. – Al-Khobar

Job Description:

- Create Contract Release Purchase Order (CRPO) in the SAP system.
- Reviewing the Daily Activity Log (DAL) for the invoices as per BI's.
- Preparing the Cost allocation of Invoices.

DOCUMENT CONTROLLER (2005 – 2006)

Faisal Al-Qahtani Sons Company - Abqaiq

Job Description:

- Responsible to receive documents, drawings for Projects.
 - Responsible to Record into the database as per proper action and to distribute to concerned personnel/engineers.
 - Distributing the documents was also my prime responsibility.
 - Following action items on pending document on daily basis.
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Skills:

- Microsoft word and Excel
 - Working with team & individually
 - Handling pressure
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References:

Available up on request.