

Najeeb Al Shafei

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OBJECTIVES:

To pursue a challenging career, so that I can utilize my knowledge and skills effectively and efficiently in a practical manner in my professional approach.

PROFESSIONAL WORK EXPERIENCES:

Network & Systems Integration Co.

Sales & Marketing Assistance and Document Controller in Marketing Department

(Feb 2020-Present)

- Dealing with our major clients which includes Aramco, SEC, and NEC and others.
- Coordinate with clients in regards of payments.
- Create and Maintain good relationship with clients.
- In charge of issuing client's invoices.
- Controlling the numbering, filing, sorting and retrieval of electronically stored or hard copy documentation produced by technical teams, projects or departments in a timely, accurate and efficient manner.
- Prepare needed reports for the Marketing department and company projects.
- Distribute Marketing-related copies to internal teams among other company departments.
- Updating Payment summary Sheet of all client's payments.
- In regards of updating the department log sheet to record and track all documents including Invoices, Quotations, Letters and Purchase Orders.

Document Controller & Contracting Support for Saudi Aramco Major Project titled Permanent Communication Project (May 2018 – Jan 2020)

- Preparing technical transmittals, controlling the numbering, filing, sorting and retrieval of electronically stored or hard copy documentation produced by technical teams, projects or departments in a timely, accurate and efficient manner.
- Daily routine activities of Document Control including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
- Distribute project-related copies to internal teams.
- Create, modify and update documents log sheets and share it with project team.
- Uploading documents through Aramco system "EPM" for documentation records.
- Following up with daily roaster "Daily Attendance" for the project team and sub-contractors' employees.
- Prepare needed reports as project management requested.

Document Controller -Marketing Department

(November 2017-April2018)

In charge of department documentation.

Assisting Sales & Marketing Manager in preparing documents, submissions, and filing the documents.

Alosra Supermarket

Administrator, March 01st, 2017-April 30th, 2017

- Head Cashier.
- Reconciliation suppliers' invoices into the system.
- Help Receiving department in receiving new items and products.

City Max

Cashier, August 01st, 2009- March 31st, 2010

- Work efficiently as part of a team of cashiers.
- Handled customer issues and complaint calmly.

Kamal OSMAN JAMJOOM GROUP LLC

Sales & Cashier, Feb 01st,2008- October 31st,2008

- Achieved targeted sales consistently.
- Greeting and welcoming customers in a friendly and professional manner.
- Managed and balanced sales and petty cash.

Training Attended

- Microsoft Office Specialist "MOC" -Mind Merge Training Center in Al-Khobar
- ISO 9001 Quality Management -Mind Merge Training Center in Al-Khobar
- First Aid -Arabian Safety Training Center in Al-Khobar
- Contract Drafting for Non-Lawyers -Integrated for Training in Dammam
- Contract Management -Integrated for Training in Dammam
- Basic Procurement, Contract Management & Effective Negotiation -Integrated Training in Dammam.

PROFESSIONAL SKILLS/QUALIFICATIONS:

- Experienced in Saudi Aramco Enterprise Project Management System (EPM).
- Proficient with Microsoft Word, Excel, Outlook and Oracle Software.
- Developed customized reports, administrative documents, and organizational systems.
- Excellent interpersonal skills.
- Strong typing skills.
- Proven ability to learn new skills and interact with various cultures.
- Effectively able to prioritize workload and work under pressure.
- Accuracy and Attention to details.
- Tolerant and flexible, adjusts to different situations.
- Problem analysis, use of judgement and ability to solve problems efficiently.
- Decision making, critical thinking.

EDUCATION

Bachelor of Business Administration, Major in Management and Marketing
Mount Saint Vincent University, Canada, Halifax-Nova Scotia (Jan 2012- Dec 2016).
Canadian Language Learning College (May 2010-October 2011).

References are available upon request.