

## PROFILE

My objective is to obtain a challenging and rewarding position within organization where I can excel and show my true potential. I am willing to travel and/or relocate.

## PERSONAL INFORMATION



Name:

Fahad Abdullah Abdulaziz  
Al-Yaesh



Marital States :

Married

## CONTACT



Nationality :

Saudi



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Birth Place / Date

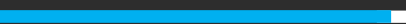
Dhahran 12/02/1989

## PERSONAL SKILLS

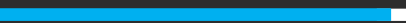
Professional Presentation & Communication Skills.



Excellent planning and organizational skills.



A proven ability to lead, motivate and inspire a team.



Ability to work effectively under pressure and always meet deadlines.



Confidence and self-belief needed to dell ideas.



## LANGUAGES

Arabic Native

English fluent

## INTERESTS

- Computers
- Human Resources
- Web Design
- Reading
- Swimming

# Fahad A. Al-Yaesh

## Education

- 2007 / Higher Secondary School from Al Hassan, Saudi Arabia.
- ——— 2011 / English Language Certificate ELS level 5 from Algoma University (Canada)
- ——— 2019 / Basic First Aid CPR Certificate.
- ——— 2021 / Occupational Health and Safety Management Systems ISO 45001:2018 Auditor/Lead Auditor Training Course
- ——— 2021 / Environmental Management Systems ISO 14001:2015 Auditor/Lead Auditor Training Course

## EXPERIENCE

### Aramco Accountant - July, 2018 until October, 2018

Started working an accountant using (Saudi Aramco Portal) in Factory of Technical Services for Industries Saudi Co. LTD (Techno Serve).

I was handling Saudi Aramco invoices using ERP and Saudi Aramco Portal ESV.

#### Responsible:

1. create an electronic number for the invoices using ESV portal Aramco SAP system
2. attach a copy of the invoice and send the invoice using the ESV portal Aramco SAP system.
3. Tracing all invoices statues and making sure CAD receives the original documents when the status shows Verifier.
4. Making sure we collect our money and print the invoices slips to update our records.
5. Show up for meetings if needs be and keep good communications with Saudi Aramco Via Email/phone

### Aramco Administrator & Team Leader - November, 2018. (current job).

promoted and still handling the duty and responsibility of Aramco administrator

I am responsible to represent the company with Saudi Aramco. I have authority to sign any documents with Saudi Aramco regarding our current contract. I am responsible to keep the company profile updated at all times using Saudi Aramco ECN portal and their new system SAP Arriba. (update GOSI, Zakah and Saudization)

1. Responsibility to receive bids from Saudi Aramco and reply to them.
2. Responsibility to solve any issues regarding orders or collections.
3. Responsibility to request new P.O's and extend them if need be or increase the budget.
4. Responsibility to keep the company updated if Saudi Aramco change roles or procedure.
5. Responsibility to renew our current contract with Saudi Aramco (had the chance to work some of IKTVA parts myself).
6. Responsibility to attend all meetings with Saudi Aramco.
7. Responsibility to supervise the invoicing Team (guide them teach them how to prepare Saudi Aramco invoice, and how to use ESV portal to generate the electronic invoice and submit a collection request to CAD).
8. Responsibility to deal with CAD directly regarding any issues with our invoices/payments.
9. Responsibility to distribute tasks between the invoicing team.
10. Responsibility to submit list of our Saudi employees and our Saudization documents to CAD in the beginning of each month to avoid payment freeze.
11. Responsibility to track money transfers to the company bank account.
12. Responsibility to interview all new candidates (invoicing Team).

## SKILLS

- Handling Aramco tasks such as: updating GOSI, salary letters, tracing contracts, invoicing, er
- SAP System (Aramco Portal & ERP)
- Knowledge of Computer Application:  
(Windows, Microsoft Office 2013, Web Page Design, Microsoft Access 2013, Microsoft Excel 2013, Power Point 2013, Microsoft Word 2013, Adobe Photoshop, Outlook)
- Database: created tables, queries, reports, and mailing labels using Microsoft Access.
- Disk Management: used Windows 2013, and Vista to manage files and maintain directories.
- Presentations: used Microsoft PowerPoint to create electronic slide show presentations that included the use of graphics, animations, sound, and scanned images.
- Telecommunications: Accessed and explored on-line information sources such as CD-ROM, the Internet, and e-mail.
- Knowledge of Network Design & Web page design.
- Administrative skills.
- Invoicing.
- Generate financial reports