

Saad Mohammed Alowisi

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Objective

Seeking a job opportunity that allows for creative growth and development of standing management, and Providing valuable information for Decision-Maker.

Education

Prince Mohammed bin Fahd University

Bachelor of Science in Management Information System MIS (Jan, 2015 – Jan, 2019)

GPA (3.08 Out of 4.00)

Experience

Administrator

SAAS Co. Aviation Industrial (May, 2019 - Present)

Tasks:

- ❖ Issuing Operation Reports (Flights, Finance, Projects, Staff)
 - ❖ Project Coordinator
 - ❖ Inventory Controller
 - ❖ Managing Petty cash
 - ❖ Assistant Budgeting & Planning
 - ❖ Analyzing Cost and Benefits (Project, Fuel Consumption, Maintenance)
 - ❖ Payroll Administrator
 - ❖ Administration (Timesheet, vacation, Investigation, Employee Relations)
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Training Experiences

Intern Analyst

Saudi Ready-Mix Concrete Co. (June, 2018 - August, 2018)

Tasks:

- ❖ Computerized paper files to the Database
- ❖ Assistant Building and Manage HR Database
- ❖ On-Boarding

Intern Analyst

Saudi ARAMCO. (July, 2017 - Sep, 2017)

Tasks:

- ❖ Verifying applicants' information all Programs (APNE, CDPNE, VCGNE, CCP)
 - ❖ Managing and Tracking big data of Trainees
 - ❖ Assistant and support Recruitment Team
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Training & Courses Certificate

- ❖ Introduction to Data and Descriptive Analytics (Doroob) 2019
 - ❖ Cisco Networking Academy Cyber Security online course 2018
 - ❖ Online fundamentals Google 2017
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Skills

- ❖ Teamwork
- ❖ Problem Solving
- ❖ Microsoft office
- ❖ Reporting
- ❖ Leadership
- ❖ Work Under Pressure
- ❖ MS Dynamic
- ❖ Analyzing Data