Personal Information

Name: Nawaf Ridn Al-Mutairi

[link]

Career Objectives

Seeking a Position in Information Technology field at a leading company where I can develop my interpersonal skills as well as use my talent, knowledge and professional experience to achieve my goals as well as surpass the organizational goals.

Professional Experience

Saudi Aramco - PMT   **Oct 2017 – Present**

Job Title: IT Technical Support

- **Gas Compression Projects Department**   **Oct 2017 – Mar 2019**
- **Tanajib Gas Plant Projects Department**   **Mar 2019 – Present**

Responsibilities:

- **Grant access to Dept Share Folder.**
- **Create Security Groups in Dept Server - Read, Write & Modify**
- **Create Distribution Groups.**
- **Set BIOS Password for SAPMT Workstations & install lock, to meet the requirement and compliance for SAPMT image.**
- **Set boot sequence to be from hard desk only.**
- **Performed Sanitization report before return PCs to the suppliers**
- **Help users to back up their data vis (Code 42 & User data and Cloud Drive)**
- **Raise CRM requests like SSL/VPN, USB & SAP roles, outlook access…**
- **Submit CRM request to create new share folder for new dept.**
- **Monthly Report: Phishing Email, Share folder access and IT assets inventory (Workstations, Printers, Mobiles)**
- **Push Contractors' BI in Unifier & Oracle Primavera Unifier to be appeared at EPM system.**
- **Support SAPMT for new office to have Saudi Aramco connectivity like (point to point or FOC Cable). Prepared Saudi Aramco/PMT IT rooms to meet the requirement/Stander like type of equipment Switch, Patch panel and Router.**
- **Handling Data Protection Program task with Operational Excellence dept team.**
- **Conducted awareness session "Phishing email "for Saudi Aramco Employees & Contractors.**

Mawarid Manpower Solutions Company   Nov 2016 — Feb 2017

Job Title: Customer Service Specialist

Saudi Pin Kingdom company - SAPAC   Jun 2011 — Jan 2012

Job Title: HR

Education

- **Information Technology**   Mar. 2014 — Jul.2016
  Graduated from Australia – Bachelor of Information Technology from Latrobe University

- **Information Technology**   Jan. 2009 —Dec. 2010
  Graduated from Hafer Al-Batin College of Technology - Diploma of Technical Support

Courses & Certificates

- **Introduction to Cybersecurity Tools & Cyber Attacks**
- **Cyber Security**
- **Cyber Security**
- **Talent Management from HR Perspective**
- **Certified Trainer Hafer Al-Batin College of Technology**
- **Communication and Human Interaction**
- **SAP Overview**
- **Critical Thinking**
- **Heart Sever**
- **Certificate of Appreciation form Saudi Aramco / Gas Compression Pipelines Project Division**
- **Project Management**
- **Strategic Thinking**
- **Time Management**
- **Change Management**
- **Quality Control Management**
- **Certified Data Protection Program Implementer (DPPI)**
- **Certificate of appreciation form Saudi Aramco / Infrastructure & Third Party Coord Division**

Skills

- **Expert in Microsoft office (Word, Excel, PowerPoint, Access…)**
- **Ability to work under stress**
- **Ability to work in Any environments**
- **Capable of Working in Teams**
- **Ability to communicate effectively and clearly in both (English/Arabic) languages written and verbal**
- **Database (SQL, Oracle)**