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OBJECTIVE

Seeking for new challenges to obtain a fulltime position in management to effectively utilizing my learning that may be useful for the organization progress. As well as, to enrich my practical experience to have an advanced opportunity in my career with opportunity to grow professional while contributing to the overall success.

EDUCATION

The University of Tennessee at Martin, TN August 2017
College of business and global affairs, Bachelor of Science in Business Administration.

WORK EXPERIENCE:

Tamimi Global Co. TAFGA. (Facilities Coordinator), Saudi Aramco project, 2018 – Present

- Coordinate all RT facilities' activities, work directions, and support system.
- Maintain Saudi Aramco facility issues.
- Self-director group's advisor.
- Work closely and assist Saudi Aramco HOD.
- Assist in performance management processes.
- Provide managerial reports and stuff tracks of records.
- Handle internal and external communications for the management.
- Organize and coordinate the management meetings.
- Provide administrative supports for the facilities' teams.
- Maintain the office staff, files & data.
- Liaise with the equipment's companies in order to improve the facilities.
- Responsible for Najmah camp maintenance.
- Manage Najmah journey management.
- Report to Aramco facilities' managers on a regular basis.
- Document processes and keep maintenance records.
- Prepares reports, studies, and recommendations for changes to facilities.

Expertise Contracting Co. LTD. (Facilities Coordinator), 2017 – 2018

- Maintained and update information on the website of the organization.
- Form and maintain strong contact with local community and business leaders.
- Responsible for planning, developing and implementing public relation strategies.
- Perform other essential tasks as required.
- Work closely with GR and obtain knowledge about labor laws.
- Coordinate the relationship between the company, clients and consultants.
- Coordinate with SABIC & Saudi Aramco administrations for issuing gate passes.

PROFESSIONAL COURSES:

NSC OSHA Compliance, Training in Construction Industry, 30 hours, Jul 2014 – Aug

- Maintain a safe working environment for your employees.
- Look up OSHA standards during the seminar's Hazard Violation Workshop exercise.
- Learn where to go for more information and assistance.

Global Leadership, [work shop] Lawrence Technological University, Southfield, Michigan (2016)

- Creating a vision.
- Developing followers.

Strategies and Financial Management, [work shop] Lawrence Technological University Southfield, Michigan (2016)

- How to manage an organization's financial resources and achieve objectives and maximize its value.
- Learned how to improve the firm's financial and market performance.

CUSTOMER SERVICE TRAINING Saudi Aramco (2019)

- Quality Assurance.
- Ability to communicate clearly.
- Ability to use positive language.
- Time management skills.

Infection prevention and control in facilities and facilities management, [work shop] The Ministry of Tourism of Saudi Arabia (2020)

- Have active infection prevention and control programs.
- Monitor infections and make action plan to reduce their frequency.

ACTIVITIES AND HONORS:

- Certificate of Appreciation from Saudi Aramco 2018.
- Dean's List Spring 2017.
- Member of business administration Club at UTM (*September 2014 - 2017*).

UNIQUE COMPUTER SKILLS

Microsoft Word, Microsoft Excel, Microsoft Access & SAP system.

LANGUAGES

English and Arabic.