

Meshal Alanzi

Experienced Administrator Professional



Career Objective:

To Work in an organization where I can utilize my skills and abilities to maximum. To gain sounding knowledge of the working procedure and apply the knowledge for the better and profitability of organization. I have extreme ability to communicate with employees and customers and to manage the team work. I'm prepared to gain and learn further experience in diversified business fields for further enhancement in my professional career.

Professional Experiences:

Business Analyst

Saudi Aramco, Ras Al Kheir

(November 2021 – Present)

Employed in Saudi Aramco as SAPMT (SMP) Employee in MYDP (Ras Al-Kheir) with below responsibilities:

- Analyzes expenses and cost transactions and ensures that transactions are recorded accurately and assigned to the appropriate projects and departments.
- Provides detailed financial analysis and reports of expenses, includes breakdowns of project costs, forecasts of remaining expenses, and opportunities to increase efficiency.
- Conducts market research as needed to recommend changes to pricing or business models.
- Prepares periodic cost reconciliation reports tracking data.
- Analyze and prepare reports periodically for the difference between actual production costs and standard costs
- Advise the Management in terms of financial issues
- Provide the management board with reports containing the factors that affect cost or profit of goods and services
- Performs other related duties, as assigned.
- Reviewing and calculating Contractor Quarterly IKTVA verification reports.
- Participating in Weekly Progress meeting and preparing the backlogs for pending issues and outstanding Contractual requirements.

Admin Coordinator

OxfordSaudia Flight Academy in Dammam

(April 2021 – November 2021)

- Handling daily students' requests, problems and queries through ticketing system
- Participated in Exam Proctoring and Help in maintaining a productive examination and assessment processes.
- Participates in creating solutions to solve daily problems between student and their instructors. Additionally, attentively available to solve coverage Instructors issues
- Coordinate and Provide administrative support to a team of lecturers, tutors or teachers.

personal details:

Gender: Male

Age: 33

Saudi ID: 1067780575

Phone: 0559550004

Email:

Meshal-alanzi@hotmail.com

Address:

Eastern province Al-khafji

Education:

- Bachelor degree in Science in Management
GPA 3.11/4 - Ajman University – UAE (2019)
- Diploma in Project management - IBAT College – Ireland (2015)
- Foundation degree in academic studies - Athlone Institute of Technology – Ireland (2013)

Administrative Assistant

Expertise Contracting Co. Ltd in Jubail.

(Feb 2020 – July 2020)

- Negotiated with opposing groups or individuals to reach resolutions, avoid litigation and accomplish goals of clients.
- Developed polished legal documents, including motions and briefs, to support litigation processes and court proceedings.
- Coordinated trial exhibits by organizing materials, writing documentation, and preparing digital materials and displays.

Administrative Officer

Al-Abdullatif Information Technology in Riyadh.

(Oct 2019 – Feb 2020)

- Deals with clients as well as with agents inside KSA and abroad
- Responsible to handle and Filling out applications for embassies within Saudi Arabia.
- Coordinates and arranges reception for employees and laborers reception appointments from and to airport.
- Responsible of following up and processing appointments and deals out and commission at different governmental sectors.

Operation Manager, Part time

UEG For Academic Services in Dublin, Ireland

(June 2013 – March 2016)

- Provide University Admissions for Students.
- Communicates with Universities facilitating student's procedures.
- Provide and coordinate English Language institutes for Students.
- Process and obtaining Irish and European Visa for Students.

Courses:

- English language from Canadian College in Vancouver, Canada.
- Academic and job division from Aramco Gulf Operations
- Microsoft Office from Alsharq Institute.
- Work & Introduction on labor Law.
- Managing Project Risks.

Languages:

Arabic: ★★★★★

English: ★★★★★

Professional skills:

- Customer Service Skills.
- Teamwork Skills
- Communication Skills
- Leadership
- Problem-solving
- Time management
- Multi task
- Active listening
- Microsoft Office
- Presentation skills

Professional Courses at Saudi Aramco:

- Saudi Aramco Insider Trading Policy
- Code of Business Conduct
- F&R AP-03: Materials Invoice Processing (SAP)
- HMM Team Management
- ePMT 722 PROFESSIONAL RESPONSIBILITY IN PROJECT MANAGEMENT
- ePMT 706 EXECUTING A PROJECT
- Supply Chain Code of Conduct
- Contractor Saudization Overview
- Digital Transformation: Buzzwords Explained (OpenSesame)
- Digital Transformation: Four Areas to Consider When Evaluating a Digital Transformation (OpenSesame)
- Injury Reporting and Investigation (TCD)
- Environmental Management System
- Safety Handbook II - Basic Safety Rules (TCD)
- Safety Handbook I - Emergency Actions - Introduction - LP Policy - and Safety Responsibilities (TCD)
- Fire Safety Awareness (TCD)
- FrPD 1001 Fire Fighter II Test-40049540 (QM)
- Heartsaver full day- Arabic-ES
- Heartsaver full day- English-IT
- DRIV IMP REF. SEMINAR(ARABIC)
- Driver Improvement Program Refresher (DIPR) (English)
- Driver Improvement Refresher in Arabic
- DRIVER IMPROVEMENT REFRESHER SEM (ENG)
- Machinist Ph4 Program
- MIS IP-02e PHISHING (SAP)
- MIS IP-03e: PHISHING (SAP)(Arabic)
- MIS IS-01e: Information Security Essentials(SAP)
- Fire Safety Awareness (TCD)
- FrPD 1001 Fire Fighter II Test-40049540 (QM)(Delay-04)
- MIS IP-02e PHISHING (SAP)

Achievements:

Volunteer work:

- Participated in showing the social aspects of Saudi heritage at Saudi Cultural Bureau, The Royal Embassy of Saudi Arabia in Ireland.
- Volunteering at Celebration management at Ajman University.
- Participated in the social services at HACKATHON UAE Data for Happiness and Wellbeing.
- Document of peaceful coexistence from UAE Media Center.