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CAREER OBJECTIVE:

Work in challenging environment where I can take initiatives and work closely with high calibers to improve my career and income. Dedicated and focused Administrative Assistant who excels at prioritizing, completing multiple tasks simultaneously and Following through to achieve project goals

EDUCATIONAL HISTORY:

Higher Diploma – Jubail Industrial Collage

EMPLOYMENT HISTORY:

- **Saudi Basic Industries Corporation (SABIC) from June 2011 - till Jan 2017.**
 - Admin Assistant
 - Engineering & Project Management Department.
 - SABIC-Ibn Zahr & SHARQ & Ibn Sina Affiliates (Jubail,Saudi Arabia)
 - Reporting To Senior Manager (Engineering & Project Management Department)
- **Schlumberger (SLB) from June 2018 - till Dec 2024.**
 - **Facility Specialist (4 Years of Experience)**
 - Oversaw maintenance, repairs, and upgrades of industrial equipment and infrastructure.
 - Assisted in budget planning, reducing operational costs by 15% through efficiency improvements.
 - Conducted root cause analysis (RCI) for equipment failures, enhancing reliability.
 - Commissioning & Startup Procedures
 - Hands-on experience in pre-commissioning checks, system validation, and safe startup protocols
 - Turnaround Planning & Execution
 - Proven track record in shutdown coordination, critical path management, and on-time project delivery
 - Process Optimization
 - Implemented efficiency improvements during operational transitions
 - Cross-Functional Team Leadership
 - Coordinated between operations, maintenance, and engineering teams
 - Troubleshooting & Problem-Solving
 - Resolved complex technical issues during critical phases
 - Safety Management
 - Maintained zero-incident record during high-risk activities
- **Logistcis Specialist (3 years of Experince)**

Transportation trucks with Equipments, Tools & Chemicals with all Segments.
 Operation support Supervisor between the client & SLB
 Lead the SLB operations in Bahrain as logistics leader and manage all domestic transportation for light & heavy vehicles for 7 months.

DUTIES/RESPONSIBILITY:

- Assist the Site / Projects Manager to complete Projects on time and within the approved budget.
- Support the Site / Project Manager's decision-making process providing all information necessary for a rapid identification of any unfavorable trend or any potential problem in time in order to start immediate corrective actions.
- Project Phase Tracking (CDP to Close Out).
- Manage and maintain document management systems (including all logs - material, drawings, RFI...etc.).
- Organization chart updation using Microsoft Visio.
- Work with affiliate to prepare technical and project documentation
- Establish the overall work breakdown structure and relevant coding system to meet all control requirements.
- Coordinate, during the execution phase, to ensure Projects Status is assessed and reported
- Ensure reports required by the Client and by internal procedures are regularly issued.
- Support the Site / Project Manager in all the most important meetings.
- Assure the monthly issue of Project Status Report (PSR) and other reports as required by higher management

Other Task:

- Participating in Weekly/Monthly department meetings.
- Project Phase Tracking & Monitoring.
- Responsible for Compiling Reports by the end of the Month from Project Engineers
- Finalizing the organization chart.
- Maintain minutes of meeting.
- Assist the Sr. Manager in the preparation of Presentations for Monthly & Quarterly Meetings.
- Responsible for maintain all project related info.
- Compilation of all project related Monthly Reports.
- Controlling all Project Related Documents in Shared Drive.
- Keeping Track of All Project status & updates

- **Bank aljazeera (takafol program)**
- **Accountant in alhokair company (zara trade) for 4 month's**
- **Sales Consultant in AUTO STAR since for 9 months.**
- **I worked for the sunset company as a special relationship official function for a period of 9 months**

- **I work with SABIC as an admin assistant in the field of engineering and project management**

<u>Skill Name</u>	<u>Skill Level</u>
MS Office Suite	Expert
Database Administration	Intermediate
Spreadsheets	Advanced
Filing & Records Management	Advanced
Front-Desk & Phone Reception	Expert
Customer Service	Expert
Office Management	Advanced
Calendaring/Scheduling/Meeting Planning	Advanced
Administrative & Executive Support	Advanced

Key Accomplishments

- Administration
- Co-ordinated all department functions for team of 30+ employees.
- Increased office organization by developing more efficient filing system and customer database protocols.
- Received a merit raise for strong attention to detail, exemplary customer service and team player attitude.
- Answered multiple phone lines, transferred calls to corresponding departments, filed patient records and billed accordingly.
- Performed administration tasks such as filing, developing spreadsheets, faxing reports, photocopying collateral and scanning documents for inter-departmental use.

Data Organization

- Improved office organization by compiling company data reports using advanced Microsoft Excel functions.

Multi tasking

- Demonstrated proficiencies in telephone, e-mail, fax and front-desk reception within high-volume environment
- Assisted in major SHARQ T/A in EG3 Jan 2014, OLEFIN March 2014, 2EG/2UTL April 2014 and 4EG February 2015

TRAINING:

- Computer Skills: Application programs (Microsoft word. Microsoft Excel. Microsoft PowerPoint).
- Internet.
- New Technology for Computer and Mobile's.
- Administering & troubleshooting Windows 7 & XP Environments
- MS Office 2010

- MS Visio 2010
- MS Project

PERSONAL DATA:

Date of Birth : 21/04/1988
Nationality : Saudi
Marital Status : Single

INTERESTS:

Reading, Traveling, Computers
