



Mustafa Alsadah



Personal  
Information

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**DOB:** 17/JUL/1982



Work Experience

**Maintenance Associate  
SLB**

11/2021 – 06/2025 SAUDI ARABIA

- Create POs using SAP platform with the coordination of DST and RSA departments as required for materials, equipment, services or even courses and follow them up and create GRs
- Create reservations for parts required from our materials and supplies store
- Maintain minimum Qty for DST caddy sets and escalate if Qty is less than minimum
- Create movements for RSA sample bottles and dispose samples as required using MT MoveiT or Maximo platforms and update related trackers
- Update server's lifting tools certificates and update the tracker
- Create Transportations Requests for trucks from and to the base using Field Logistics Module or FLM
- Create maintenance tasks for workshop related work e.g. sandblasting, painting, carpentry ..... etc.
- Create IT tickets related to any platform error for the tasks entrusted and connect with involved persons to solving the issue

**Logistics Coordinator  
Baker Hughes**

11/2015 – 03/2021 DAMMAM, EASTERN, SAUDI ARABIA

- Expedite and return various tools to and from rigs with coordination of planners and fleet teams.
- Set primary and contingency logistics plans for daily operations. • Expedite tools to the other company's branches.
- Discard and write off scrap tools that are damaged or obsolete.
- Follow up with operations with tools at sites for more than the usual time and amend their status on monthly basis.
- Follow up for ARAMCO signature documents for tools receiving at sites.
- Carry out safety routines such as implementing full PPE, checking up crane, forklift and side loader, tools and trucks capacity in size and weight, checking tools' baskets and slings conditions and certificates and daily safety point highlight and discussion.

**Accountant  
Albawardi Tools & Hardware**

08/2013 – 10/2015 DAMMAM, EASTERN, SAUDI ARABIA

- Reconcile vendors' statements and arrange payments



## Work Experience

A/P

. Manage and supervise physical inventory, investigate discrepancies as per GAAP

### **Accounts Payable Specialist**

#### **Bina Precast ( Bina Advance Concrete Products Factory )**

02/2008 – 06/2013 DAMMAM, EASTERN, SAUDI ARABIA

. Set up Profile Integrated Management System, PIMS, to match the required Accounting to GAAP with IT

. Create vendors' profiles

. Record Procurement journals and expenses including petty cash

. Participate in vendors' meetings and key stakeholders

. Prepare due payments

. Manage and supervise physical inventory and investigate discrepancies



## Education

### **Accounting | Diploma of Education**

#### **Institute of Public Administration-Saudi Arabia**

10/2004 – 09/2007



## Certificates

### **CCSP 2019: Identity & Access Management**

#### **Skillsoft**

06/2025

<https://skillsoft.digitalbadges.skillsoft.com/09c547f0-6c6b-4a10-ac79-d1e46b52aace>

### **Communication and Web Protocols**

#### **Skillsoft**

06/2025

<https://skillsoft.digitalbadges.skillsoft.com/268ac10f-b0c6-4cf1-adb1-55d6f7813b02>

### **Database Fundamentals: Database Concepts**

#### **Skillsoft**

06/2025

<https://skillsoft.digitalbadges.skillsoft.com/15d30040-4499-4885-b2d6-cd4c4cce4c36>

### **Dealing with Customer Service Incidents and Complaints**

#### **Skillsoft**

06/2025

<https://skillsoft.digitalbadges.skillsoft.com/7ae6c4d5-c8f3-4edd-9edb-0f3e7ce080e8>

### **Developing Solutions for Microsoft Azure: Implementing User Authentication & Authorization**

#### **Skillsoft**

06/2025

<https://skillsoft.digitalbadges.skillsoft.com/e576d024-5763-4450-8ce8-1bb44758737d>

### **Elements of an Artificial Intelligence Architect**

#### **Skillsoft**

06/2025

<https://skillsoft.digitalbadges.skillsoft.com/5010f6b5-c648-4cbb-8766-ea2bd2574f7d>

### **Enhancing Communication through Listening**

#### **Skillsoft**

06/2025

<https://skillsoft.digitalbadges.skillsoft.com/0d9d7fea-cef9-4819-a027-dd1dd1ce29d3>

### **Getting Started with Skype for Business**

#### **Skillsoft**

06/2025

<https://skillsoft.digitalbadges.skillsoft.com/2c10ec45-e849-45e1-9726-c590e9b944af>



## Certificates

### **Influence and Persuasion, powered by MIT SMR Skillsoft**

06/2025

<https://skillsoft.digitalbadges.skillsoft.com/8810c22f-186e-4162-9ec8-80aea1174ab7>

### **Organizing Your E-mail Skillsoft**

06/2025

<https://skillsoft.digitalbadges.skillsoft.com/08f1964f-dd46-428c-9d28-2593404892f7>

### **Sustainability - Foundation SLB**

06/2025

<https://www.credly.com/badges/f13f937c-1304-45bd-b111-381628c34d47/linkedin/profile>

### **Troubleshooting Skype for Business Skillsoft**

06/2025

<https://skillsoft.digitalbadges.skillsoft.com/6da1ca0a-9b25-4d0c-812e-eff3a262511a>

### **Using AI for Effective Business Communication Skillsoft**

06/2025

<https://skillsoft.digitalbadges.skillsoft.com/6a457bc4-28dd-4496-a8b9-306f2d1d4151>

### **Arabic Proficiency Test goFLUENT**

05/2025

### **English Proficiency Test goFLUENT**

05/2025

### **Generative AI and Its Impact to Everyday Business Skillsoft**

05/2025

### **Phishing Learning Moments Proofpoint**

05/2025

### **Skillsoft-Recognizing Hallucinations, Inaccuracies, and Bias in AI Skillsoft**

05/2025

### **Cloud Value Proposition: Microsoft Azure for Decision Makers Skillsoft**

04/2025

<https://skillsoft.digitalbadges.skillsoft.com/818d03c6-8e48-49b5-901a-c7d0cd29e650>

### **CompTIA A+ Core 2: Information Management & Change Management Processes Skillsoft**

04/2025

<https://skillsoft.digitalbadges.skillsoft.com/7cc7611c-90e5-42d1-9958-f4e0e9b72091>