

Moayed Mohammed Kofair

 +966541255539

 Moayed097@Gmail.com

 Eastern Province

 Nationality : Saudi

CAREER OBJECTIVE

Seeking a challenging position in a reputable organization where I can utilize my skills and grow professionally while contributing to the success of the company.

WORK EXPERIENCE

Feb 2025 - Present	● Foreman , Arabian Pipeline & Services Co. Ltd. (ANABEEB) ❖ Assigned daily tasks and monitored work progress. ❖ Ensured compliance with safety procedures on site. ❖ Supervised technicians and laborers in troubleshooting and repairs. ❖ Submitted daily progress reports to management. ❖ Team supervision and task delegation
Jan 2024 - Feb 2025	● Storekeeper , Arabian Pipeline & Services Co. Ltd. (ANABEEB) ❖ Receiving and inspecting incoming materials, verifying invoices. ❖ Preparing and issuing material requests accurately. ❖ Conducting monthly and annual inventory checks. ❖ Monitoring product expiration and maintaining safety standards.
Jun 2021 - Jan 2024	● Operator Forklift , Arabian Pipeline & Services Co. Ltd. (ANABEEB) ❖ Safely loading and unloading trucks and containers. ❖ Performing daily forklift inspections and reporting any malfunctions. ❖ Operating electric and diesel forklifts for material movement. ❖ Working closely with the warehouse team to ensure accurate storage.

EDUCATION

2021	● Crane & Forklift operation skill Jubail Technical institute
2022	● Diploma in Computer and Information technology for entrepreneurial projects

TRAINING

● Entrepreneurial Mindset and Crisis Management ● Business Continuity and Crisis Recovery ● Procurement Management and Project Stakeholders ● Excel spreadsheet program

SKILLS

Teamwork	Critical thinking	Ability to work under pressure	Leadership
MS Office (Word, Excel, Outlook,Powerpoint, Access)	mail (Outlook, Gmail, mailmerge, filters, folders)		

LICENSES

● National Inspection & Technical Testing Co. Ltd ● Driving license (Public works vehicles)
