

KHALED MOHAMMED AHMED NAJI

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OBJECTIVE

I am a highly driven team to outreach the best aims. In other words, I worked with updated circumstances to achieve the best. Try to help other devisions to solve and develop and to be update to the market.

EXPERIENCE

Abu Emas Establishment

2011 - 2013

Procurement Officer

Procure all needed items and requirements.

Maintain a healthy relationship with suppliers and partners.

Maintain and Supervise the log sheet for Attendance

Al Mulhem Company - Royal Commission Yanbu Transportation & Maintenance Administration

2013-Dec - 2015-May

Executive Secretary

Maintain the secretarial tasks for Project Manager.

Handle the Correspondences with other related Divisions

Archive all letters and correspondences.

Deal with maintenance orders and requests and coordinate with the concerned departments.

Translate the incoming letters and correspondences.

Maintain and assure the prevention and periodic maintenance for all vehicles through "SAFEER Programe".

Prepare and consolidate the daily, weekly, monthly, quarterly and annually reports and assure the data accuracy.

Maintain and monitor work flow in workshops.

Handle the accidents reports and send the maintenance team and make sure about the work progress.

Prepare weekly reports and discuss in the weekly meeting to analyze the situations and take necessary actions.

Naseej International Company

2020 - up to now

Project Specialist

Contract management and negotiations with major clients, correspondence with management and coordination departments for the supply of materials, and follow-up of projects from the beginning of providing products to the end of project delivery.

Department staff management, as I manage the projects department in the eastern region.

SKILLS

- Good User of Microsoft Office Applications.
- High potential and high performance and reliable member.
- Ready to work under high pressure and work flow.
- Have driving license.
- Manage the work team with spirit of one team
- Ability to solve problems.
- Respective, Responsible.



EDUCATION

Ibb University Yemen

2009

Buchalo's Degree

High Good

Canada Institute

2010

Microsoft Office Diploma

Excellent

Srwah International Institute

2011

Administration Diploma

Excellent