



# Faisal Saeed

## Admin Assistant + Work Control Supervisor

Phone: +966 590400742 | Email: [faisalsaeed.iub@gmail.com](mailto:faisalsaeed.iub@gmail.com)

Address: P.O Box 31961 Al Tamimi Camp1, Jubail Industrial city, kingdom of Saudi Arabia.

### Objective

To acquire a challenging and promising position in a reputed and well recognized organization and to apply my knowledge, skills and attitude which I have obtained from my education and previous work experience to achieve results in highly competitive environment.

### Education

#### Master of Business Administration (M.Phil.)

Islamia University,  
Bahawalpur, Pakistan  
2010-2014 (3.32/4)

#### Bachelor of Commerce

Federal Urdu University  
Karachi, Pakistan  
2008-2009

#### Intermediate in Science

BISE Abbottabad Board  
Abbottabad, Pakistan  
2003-2005

### Experience

**Work Control Supervisor • Jubail, Saudi Arabia • December 2017 – Present**

**Client: SADARA Chemical Company.**

**Parent Company: "Al-Tamimi Global Company Ltd."**

**Responsibilities:** Use IDS Fortune Next V6.5001.9. Receives, verifies and prioritizes work requests from the inspectors. Identification of the nature/discipline of the routine problems arising. Register Service request through IDS system-check status and look out for new requests at all times. Coordinating with Supervisors and technicians for task completion. Closing Service Requests/ Work orders (Checking all signatures and SWP #/stamping). Tracking Work Orders through tracking sheets and following up for approvals. Sending work in progress reports to the concern departments and push them to complete the task within time. Resolution time report and coordination with departments for performance improvement. Providing the performance reports needed for client KPI's. Provide Special case reports required by management from time to time. Preparing Daily, Weekly and monthly report to SADARA for the smoothness of work. Act as the communication center or channel between SADARA and Tamimi. Maintains the integrity of the work order system data. Manages the data in the work control system, performs periodic updates of critical information. Trains others in the use of the work order system. Processes confidential information. Develops process relative to the work control system. Scheduling Preventive Maintenance Orders and maintaining the Annual Work Plan (AWP). Implement work order schedules maximizing usage of technicians and other resources. Run operation

reports and provide recommendations to improve efficiency/productivity. Comply with company safety program and trainings. Perform other duties as assigned or needed. Maintains a complex filing system.

**Admin Assistant • Jubail, Saudi Arabia • June 2016 – December 2017**  
**“Al-Tamimi Global Company Ltd.”**

**Responsibilities:** Coordination with the projects of Tamimi i.e. SADARA, HADEED, SHARQ, TASNEE, SAHARA Petrochemical, Chemanol, Ras Al Khair Mari Time Yard Project, SABIC & its affiliate. Handling time sheets and preparing Payroll. Allocation of Manpower in different locations. Update the employee’s data with working location. Processing Vendor LPO. Processing vendor invoices. Conducting induction program for the new employees. Arranging accommodation for new employees and coordination with Camp. Responding Emails of higher management and clients. Record keeping & documentation of employee’s personal files and invoices. Process Employees Vacation and Final exit.

**Management Trainee • Bahawalpur, Pakistan • April 2014 – November 2015**  
**“Coca-Cola Beverages”**

**Responsibilities:** Coordination among the sales staff. Job orientation. Motivational Speech to Achieve Sales target. Record keeping. Preparation of distribution report on weekly bases. Maintain stock.

**Internship • Bahawalpur, Pakistan • July 2013 – Sept 2013**  
**“United Bank Limited**

## Certification

- Got **“Appreciation Certificate”** from **Jaddarah Co. For Recruitment.**
- Worked as **“President”** in the Executive Club of Department of Management Sciences at Islamia University Bahawalpur.
- Participated in **“Entrepreneurial Business Week”** in Department of Management Sciences from 28th May, 2012 to 1st June 2012.

## Computer Skills

Certificate in Information Technology from Skill Development Council Karachi, Pakistan

**Skills:**

- MS Word
- MS Excel
- Outlook

**Proficiency Level:**

Excellent  
Excellent  
Excellent

**Last Used:**

Currently using  
Currently using  
Currently using

## Basic Skills

**Communication skills:** Expressing critical opinions in essays and seminars, excellent corporate communication skills writing skills (Reports, Papers etc.), presentation skills and audience interaction.

**Teamwork:** Enjoy working in both team environments and independently, team building skills.

**Management:** Well known to different management techniques, good organizing.

**Languages:** Fluent in English and Urdu. Basic knowledge of Arabic.

## Personal Info

Father Name: Muhammad Saeed  
Date of Birth: 05th April, 1988  
Nationality: Pakistani  
Marital Status: Single  
Sex: Male  
Passport No: BD5971882  
Skype ID: faisalsaeediub

**Declaration:** I hereby declare that the above mentioned details are true to best of my knowledge and belief.  
MBA, Faisal Saeed