

Saeed Alqahatni

PROFESSIONAL SUMMARY

Multi-talented Project Coordinator successful at taking on diverse project tasks to accomplish tight deadlines. Hands-on people person and analytical problem solver with excellent communication, planning and decision making skills.

WORK HISTORY

Senior project coordinator 05/2024 - Current

Worley - Dammam, Eastern Province

- Resolved project-related issues promptly, preventing disruptions in workflow.
- Facilitated client meetings, providing updates on project progress and addressing concerns.
- Coordinated cross-functional teams to align project tasks with strategic objectives.
- Maintained project schedules by managing deadlines and adjusting workflows to suit.
- Maximised communication and transparency between clients, internal departments and stakeholders.
- Managed project communication channels, fostering engagement and collaboration.
- Led and managed administrative staff to maintain smooth daily operations.

Procurement Consultant 02/2022 - 04/2024

AET for Petroleum Services Company

- Responsible for managing the procurement process within an organization
- Involves acquiring goods, services, works from external sources, and a procurement specialist plays a crucial role in ensuring that these acquisitions align with the organization's goals, budget, and quality standards.

Logistics and Procurement Expeditor (SMP) 01/2018 - 04/2020

Saudi Aramco

- Oversee the end-to-end logistics process, from order placement to delivery, ensuring timely and cost-effective movement of goods.
- Coordinate with suppliers to monitor inventory levels, track shipments, and address any potential delays or issues to prevent disruptions in the supply chain.
- Collaborate with the procurement team to optimize order quantities, reduce lead times, and maintain optimal stock levels.
- Utilize advanced logistics software and tracking systems to monitor the movement of goods, providing real-time updates to internal stakeholders and clients.
- Conduct regular performance evaluations of transportation providers, negotiate contracts, and implement cost-saving measures without compromising service quality.

CONTACT

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LANGUAGES

English

Fluent

- Streamline communication channels between various departments, fostering a collaborative and efficient working environment.
- Implement and enforce compliance with industry regulations, customs requirements, and safety standards to mitigate risks and ensure legal compliance.
- Coordinated inbound and outbound logistics operations, ensuring the timely receipt of raw materials and efficient distribution of finished products.
- Collaborated with cross-functional teams to resolve logistics-related issues and implement corrective actions.

Head of Operations Monitoring Unit Saudi Aramco

- Leading shifts workers responsible for 24x7 site monitoring on mechanical/electrical equipment and systems.
- Contacting On-call Engineers & support contractors, in case of failures, to handle incidents in a timely manner.
- Ensuring that backup mechanical/electrical systems pick up the load successfully in case of an outage.
- Documenting and notifying affected parties, to take appropriate actions in case of failures or outages.
- Following up with the incident until operations are back to normal.
- Administering shift workers scheduling, performance evaluation, and employee rotations on SAP (PRH) system.

Logistics and Procurement Officer Saudi Aramco

- Collecting information on needed materials from proponents and vendors.
- Identifying potential suppliers in collaboration with the Purchasing Department.
- Coordinating with potential vendors and Purchasing Department for site visits to identify material specifications.
- Placing Purchase Requisitions for Materials on SAP B2B (PRC).
- Classifying materials based on sourcing suppliers availability in local markets.
- Coordinating with International Offices of Saudi Aramco (ASC) & (AOC) to contact international vendors.
- Coordinating with Industrial Security Department to grant access to vendor consultants and personnel after the security clearance, throughout the procurement/installation process.
- Coordinating with Heavy Equipment Department to supply needed equipment for loading and unloading procured materials, when appropriate.
- Monitoring the installation process conducted by the vendor technicians to commission the right material/equipment and ensuring safety and up-to specification delivery.
- Handling decommissioned equipment with the Reclamation unit and/or Auction yards, and updating the fixed asset system SAP (PRC).
- Part of the Safety operations committee, conducting site inspection visits on offices and critical sites.
- Coordinating with the Loss Prevention Department to supply safety awareness materials for technicians and engineers.
- Organizing and participating in IT Annual Safety Campaigns.
- Documenting inspection and Safety observations of near misses and potential safety hazards.
- Communication inspection results to site proponent and/or vendor contractors to take remedy actions.

- Conducting periodic quality assurance checks to confirm remedy actions meet safety standards.

Tower Computer Centre**Saudi Aramco**

- Monitoring Aramco Systems and communication network for all Saudi Aramco IT area.

Shedgum Computer Center**Saudi Aramco, Abiqi**

- Maintain all IT issues for all southern area.

REFERENCES

References available upon request.