



نايف يوسف المهنا

Naif Yousef Al-Muhanna

Education

- High School
- Diploma Information Technology | 2 Years

Work Experience



(2019 - Present)

Wishah Alwatan, For security services, contracted with Saudi Aramco
Security Supervisor

- Supervising at Aramco Dhahran and the residential area of Ajyal in Dhahran, under Aramco's area.
- Responsible for managing four shifts: morning, early night, and late night.
- Creating a monthly rotation schedule for staff.
- Conducting a monthly meeting with senior management to review workflow and development.
- Providing professional safety training for staff.
- Monitoring attendance and departure, and coordinating shifts.
- Coordinated payroll processing and reviewed it with the finance.
- Followed up on annual and sick leave requests, ensuring work continuity and documenting them according to company policies.
- Executed additional administrative tasks as required by management.

(2017 - 2024)

Industrial Security Department inside Saudi Aramco | Dharan



(2015 - 2016)

Rezayat Group (SAECO)
QHSE Supervisor



(2012 - 2015)

Halliburton Oil and Gas Company
Flight Coordinator and Assistant Safety Supervisor



(2008 - 2012)

Faysal M. Qahtani Sons Company
Government and Construction Relations Officer



(2003 - 2008)

HALWANI BROS Food Industries Company
Data Entry Officer (2003 - 2008)

Personal Information

 AlDoha District, Saudi Arabia

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 Nationality: Saudi

Objective

Seeking a challenging position which will allow me to utilize my skills and abilities to achieve extraordinary results for the company

Education Qualification

- English Language
- Computer skills
- Safety Specialist (OSHA)
- Safety Supervisor (OSHA)
- Safety & Health (NEBOSH)
- First Aid
- H2S

Skills

- Microsoft Office
- Languages: Arabic and English
- Computer knowledge: Microsoft Office and easily getting data needed through the internet