

AHMED ALSHEHRI

Contract Administrators Coordinator

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Khobar/ Jubail

ABOUT ME

A dedicated Welding Technician with 4 years of experience at International Maritime Industrial Company and a Level 3 Diploma in Engineering since 2021. Proven expertise in diverse welding techniques, strict adherence to safety protocols, and quality assurance standards. Versatile professional with experience as a Legal Department Assistant, proficient in managing archives, conducting legal research, and supporting legal teams with administrative functions. Currently excelling as a Contractor Administrator Coordinator, overseeing end-to-end procurement processes, coordinating with sourcing teams, suppliers, and internal departments. Committed to leveraging my technical skills, operational expertise, and dedication to drive organizational success and growth.

WORK EXPERIENCE

Contract Administrator Coordinator | International Maritime Industrial Company | Jubail -RAK | Apr 2025 - Present

- Led end-to-end procurement lifecycle, from purchase request initiation to contract execution, ensuring seamless process flow.
- Collaborated with sourcing teams, suppliers, and internal stakeholders to optimize communication, compliance, and efficiency.
- Managed procurement timelines to ensure on-time delivery and adherence to project deadlines.
- Negotiated terms and conditions to maximize value and mitigate risks.
- Maintained accurate documentation and contract records to support audit readiness and compliance standards.
- Manage and review contract documents for accuracy and compliance with company policies.
- Coordinate with legal, finance, and project teams to ensure contract completeness.
- Track contract deadlines and renewal dates to ensure timely renewals and amendments.
- Prepare and process contract modifications, amendments, and change orders.
- Maintain organized contract files and databases for easy retrieval and audit readiness.
- Assist in negotiating contract terms and conditions with vendors and clients.
- Ensure all contractual obligations are met and documented throughout project lifecycle.
- Monitor contract performance and address any issues or discrepancies promptly.
- Generate reports on contract status, risks, and compliance for management review.
- Support onboarding of new vendors and contractors with contract documentation procedures.

Legal Assistant | International Maritime Industrial Company | Jubail -RAK | Jan 2024 - Apr 2025

- Managed and organized comprehensive legal archives, ensuring meticulous record-keeping of cases and contracts.
- Conducted in-depth legal research to support case preparation and strategic decision-making.
- Maintained and optimized department software systems, ensuring seamless operational workflows.
- Provided essential administrative support, enhancing team productivity and operational efficiency.
- Acted as a proactive liaison, facilitating smooth communication and collaboration within the legal team.
- Support attorneys in preparing for hearings, trials, and negotiations
- Maintain confidentiality and handle sensitive information discreetly
- Monitor case progress and update attorneys on important developments
- Prepare summaries and reports of legal findings and case status
- Utilize legal software to track cases, deadlines, and document management

Welding technician | International Maritime Industrial Company | Juabil -RAK | Dec 2021 - Dec 2023

6G Pipe Welder (SMAW / Electrode) Specialized in pipe welding using **Shielded Metal Arc Welding (SMAW)** with electrodes in the **6G position**. Skilled in preparing, fitting, and welding pipes according to engineering drawings and specifications. Ensured high-quality welds that meet industry standards for strength and safety, with experience working on complex and challenging welding positions in construction and industrial projects.

EDUCATION

Level 3 Diploma in engineering , City & Guilds, Dammam | 2021

SKILLS

- Teamwork • Communication • Document Management • Contract Review Assistance • Contract Coordination • Negotiation Support
- ERP Systems (e.g., SAP, Oracle, IFS – if applicable) • Cross-Department Communication • Lexzur Legal System • Microsoft Office