

Ali Mohammed Ahmed

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PROFESSIONAL SUMMARY

Accomplished Management Assistant with a strong foundation in Petroleum Engineering and extensive experience in technical operations and management. Demonstrates exceptional expertise in overseeing equipment maintenance, managing procurement processes, sourcing high-quality spare parts, and optimizing operational costs. Known for a strategic, results-driven approach, combining strong leadership with advanced analytical skills to enhance productivity and maintain the highest quality standards. Adept at coordinating complex tasks, ensuring precise technical documentation, and driving operational efficiency. A proven ability to contribute to the success of the oil and gas sector by fostering innovation, cost-effective solutions, and continuous improvement.

KEY COMPETENCIES

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|---------------------------|--------------------------|--------------------------|-------------------------|
| • Equipment Maintenance | • Quality Assurance | • Process Optimization | • T-Navigator Simulator |
| • Procurement Management | • Leadership | • Client Management | • AutoCAD |
| • Budget Control | • Spare Parts Management | • Analytical Skills | • Time Management |
| • Technical Documentation | • Vendor Negotiation | • Safety Compliance | • Team Collaboration |
| • Operational Efficiency | • Inventory Control | • Maintenance Scheduling | • MS Office Suite |

PROFESSIONAL EXPERIENCE

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|---|---------------------------|
| Management Assistant
Dira Aljazeera Heavy Equipment Maintenance | Nov 2023 - Present |
| <ul style="list-style-type: none">• Oversee the reception of customer equipment and meticulously document technical data while assessing reported malfunctions.• Analyze and assess maintenance requirements based on customer reports to ensure optimal service solutions.• Source and procure spare parts and materials from approved vendors to ensure compliance with quality standards.• Manage procurement operations by tracking purchase orders and ensuring timely availability of required materials.• Prepare and present accurate maintenance service quotes to ensure alignment with customer needs and operational budgets.• Monitor and control operational budgets and expenditures to ensure effective financial management and cost efficiency.• Supervise workshop operations by assigning tasks to technicians based on urgency and priority to ensure timely completion. | |

VOLUNTEER EXPERIENCE

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| Head of Logistics
UCSI University SPE Student Chapter, Cheers, Kuala Lumpur | Jan 2019 – Dec 2019 |
| <ul style="list-style-type: none">• Led logistics operations for SPE-UCSI University SC events, ensuring seamless execution and efficient resource allocation.• Represented the committee in meetings, building strong relationships with stakeholders and industry professionals.• Recognized with awards such as the Student Chapter Excellence Award and Outstanding SC for leadership and operational excellence. | |
| Member, Event Management Logistics
SPE Student Chapter, UCSI University, Kuala Lumpur | Jan 2018 - Dec 2018 |
| <ul style="list-style-type: none">• Led and organized community service activities, boosting student involvement and engagement both on and off-campus.• Fostered strategic partnerships with key oil & gas industry stakeholders and represented the chapter in professional networks.• Coordinated event logistics and supported initiatives that enhanced the chapter's presence within the university and industry. | |
| Volunteer
Offshore Technology Conference Asia (OTCA), Kuala Lumpur, Malaysia | Mar 2018 |
| <ul style="list-style-type: none">• Coordinated speaker support and logistics to ensure seamless presentations and smooth event flow.• Managed the OTCA booth, optimizing visibility and driving high levels of attendee engagement.• Drove awareness and participation for OTC conferences while delivering outstanding service to attendees, exhibitors, and speakers. | |
| Vice President
UCSI Yemeni Student Association | Jan 2016 - Jan 2017 |
| <ul style="list-style-type: none">• Led initiatives to address and support the academic and personal challenges of Yemeni students at UCSI University.• Organized events and worked with university leadership to enhance the integration and well-being of Yemeni and international students. | |

Event Organizer
Petronas Digital Collaboration Centre Visit

- Planned and coordinated all aspects of events, including logistics, scheduling, and vendor management.
- Oversaw event execution, ensuring smooth operations and a positive experience for attendees.

EXTRACURRICULAR ACTIVITIES

- **Participant | Petrobowl Competition (Certificate of Participation):** Participated in an international competition focused on petroleum industry knowledge, testing teamwork and technical expertise.
- **Club Representative | UCSI University Cultural Night (Certificate of Appreciation):** Represented the university's cultural club during an annual event, contributing to the planning and promotion of the event.

EDUCATION

Bachelor's Degree in Petroleum Engineering

UCSI University, Kuala Lumpur, Malaysia | May 2020

Foundation in Science

UCSI University, Kuala Lumpur, Malaysia | Jan 2016

LANGUAGES

- **Arabic:** Native
- **English:** Proficient
- **Bahasa:** Basic