

CURRICULUM VITAE

Motaz Khaled Yaseen

Date of Birth: Mar 28th, 1985
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Marital Status: Married
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ACADEMIC QUALIFICATION

1- Marketing, BA

Objective

Having experience in different projects as Projects Supervisor

Desire a challenging career in a professionally managed, progressive concern in the field of Documentation to utilize my quality-driven professional ethic, result oriented personality, creative problem-solving skills while exploring growth opportunities in the Industry.

Work Experience in KSA:

1. Company: Petra Contracting Co.

Title: **Projects Supervisor in following up**
Period: **Nov 17st 2023– till now.**

Having 1 years' experience in different projects as Projects Supervisor

Desire a challenging career in a professionally managed, progressive concern in the field of Documentation to utilize my quality-driven professional ethic, result oriented personality, creative problem-solving skills while exploring growth opportunities in the Industry.

Work Experience in KSA:

2. Company: Diamond idea

Title: **Projects Supervisor**
Period: **Oct 17st 2022– To Oct 17 2023.**

Having one year' experience in different projects as Documents Controller/Project coordinator

Desire a challenging career in a professionally managed, progressive concern in the field of Documentation to utilize my quality-driven professional

ethic, result oriented personality, creative problem-solving skills while exploring growth opportunities in the Industry.

Work Experience in KSA:

- 3. Company: BATCO Telecom professional**
Title: Invoicing and Collection Supervisor
Period: Mar 17st 2019– To Aug 11 2022.

Job Responsibilities:

- Work as team leader for invoicing department
- Work with Mobily system NAS system for documents uploading for SDNs, ACCs and RFS and finally following all invoices in I supplier system
- Working with Nokia system for invoices submitting.
- Working with Ericson invoicing system
- Working with Zain system for invoices uploading.
- **Other tasks / general**
 - Exposure of process & principles of company's document lifecycle procedures, electronic data management systems, supplier document controls, electronic filing systems, technical library and a range of office software, including E-Mail.
 - Proficient in compiling control files related to Contracts, Finance Documents, and Procurement Documents, Legal Documents, Technical Documents, Submittals, Query Sheets, Receive and log in all incoming correspondences, submittals & Transmittals.
 - Managing confidential documents ensuring they remain secure.
 - Designing invoices/financial statements and assisting in bookkeeping.
 - Administered office supplies and negotiated terms with suppliers to ensure the most cost-effective orders.
 - Identified and resolved routine problems.

MAIN RESPONSIBILITIES

- Coordination with customers and other subcontractor.
- Keep the All data of Projects and teams which is in the field.
- Calibration the POS in the NAS system.
- Upload the data to I supplier system as per customer Request (Invoices, Sites reports, Acceptance Report from Operator)
- Follow up with Customer for the pending issues for example (Approval of invoices, Hand over schedule for the sites,
- Daily updates to sand to customer.

IT SKILLS

MS-Office (Word, Excel, and Outlook)

LANGUAGES: *English good*

Arabic

July 2014 TO October 2018

Working At :- (Yarmouk Educational Projects Company.) Job Description: –
Maintenance and Procurement Officer: Audit with Clients of the Companies of Purchase
Invoices / Payments Cash / Collect Cash.

October 2007 to June 2014: Working At: Cross Border Advertising Agency Job
Description: (Supervisor Exhibitions and Publications).