

SAHMI AL-SUBAIE

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SUMMARY

I have over 8 years of professional experience in management, operations and maintenance, and business development, gained from working in diverse sectors including contracting, development, and administrative services. I aim to contribute effectively to enhancing team performance and achieving organizational goals, while adhering to the highest standards of professionalism and innovation in all tasks.

EDUCATION

Bachelor of Business Administration - Project Management 2019
Imam Mohammad Bin Saud Islamic University

Project Management Professional (PMP)® 2026
Project Management Institute

EXPERIENCE

Project Manager 01/2024 – Present
Asiaf Development Company

- Overseeing contractor performance within the Operations Department for the Operations and Maintenance sector, ensuring compliance with quality and safety standards and local content requirements.
- Leading a multidisciplinary team and preparing periodic reports for senior management.

Administrative Assistant 11/2020 – 12/2023
Arab Al-Marifa Company

- Coordinating between the administrative and financial departments to ensure smooth workflow and achieve sustainable growth in performance indicators by 10%.
- Contributing to improving the work environment through organizational initiatives that increased internal employee satisfaction by streamlining correspondence and monitoring decision implementation.

Operations Supervisor 10/2016 – 10/2020
Hamed Saud Contracting Company

- Overseeing operation and maintenance work for facilities in the non-profit sector.
- Preparing technical reports, identifying equipment and tool malfunctions, and providing recommendations to improve operational efficiency, which contributed to a 20% reduction in operating costs.

Administrative Clerk 08/2015 – 02/2016
Hail Agricultural Development Company

- Performing daily clerical tasks. Documenting administrative correspondence between departments
- Organizing employee data and maintaining records in a unified database

COURSES

- Correspondence Preparation
- Advertising Campaign
- Administrative Coordination
- Budget Management
- Materials Warehousing
- Computer Skills for Office Work

SKILLS

- Using Computer and MS Office (Excel, Word and PowerPoint)
- Drafting official administrative correspondence
- Executive secretarial and office management
- Adherence to work regulations
- Public interaction
- Planning, organizing, and directing
- Effective Communication
- Time Management
- Work Under Pressure
- Problem Solving
- Teamwork
- Punctuality

LANGUAGES

- Arabic
- English