

Mostafa Ali Yehia

Maximo Administrator & IT Support Specialist

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Address: KSA (Willing to relocate to any region)

PROFESSIONAL SUMMARY

A dual-skilled Professional specializing in **IBM Maximo Administration** and **IT Support**. Expert in managing maintenance workflows, monitoring project scorecards, and reducing financial deductions through precise coordination with consultants and project managers. Proficient in troubleshooting software/hardware issues and operating systems like **Raqaba Plus** and **Aconex** to ensure optimal project performance and technical stability.

WORK EXPERIENCE

1. Zuman Mohammed Al-Hajri & Partners Co. - KSA

Maximo Administrator & IT Support | (2024 - Present)

(Contract No. 901).

- **Maintenance Planning:** Developed and managed Routine and Corrective Maintenance programs. Categorized observations, surveyed quantities, scheduled tasks, assigned them to relevant teams, and tracked their resolution via the system.
- **Performance Optimization:** Continuously monitored project scorecards and analyzed data to proactively reduce financial deductions and ensure the timely resolution of all tasks.
- **Coordination & System Monitoring:** Coordinated directly with the Consultant, Project Manager, and foremen to resolve site observations. Monitored system updates and tracked technical glitches in real-time as they occurred.
- **Reporting & Data Auditing:** Extracted periodic progress reports for upper management and audited data entries from site observers to ensure accuracy and project compliance.
- **System Operations (Aconex & Raqaba Plus):** Operated Aconex for project document control and correspondence, and utilized Raqaba Plus.
- **IT Helpdesk & Hardware Setup:** Provided software troubleshooting and end-user support. Configured and installed hardware, including workstations, printers, and scanners, ensuring workflow stability.

Core SKILLS

- **Software:** GPS Tracking Systems, Dash Cam Systems, Advanced MS Office
- **Systems Administration:** IBM Maximo | Raqaba Plus | Aconex.
- **Time Management:** Organizing tasks and strictly adhering to deadlines for final reports.
- **Maintenance Planning:** Routine & Corrective Maintenance Management | Task Scheduling | Quantity Surveying | Work Order Generation & Tracking.

- **Performance Analysis:** Scorecard Monitoring | Financial Deduction Reduction | KPI Reporting.

- **Technical Support:** Software Troubleshooting | Hardware & Printer Configuration | End-User Support.

- **Communication & Coordination:** Consultant Liaison | Field Team Direction | Working Under Pressure.

LANGUAGES

- Languages: Arabic (Native), English (Professional Working Proficiency).
- Relocation: Fully ready to relocate to any city within Saudi Arabia (Riyadh, Jeddah, Dammam, etc.).

EDUCATION

- Bachelor of Social work | Alexandria University, Egypt (2018).