

MOAYYAD A. HILAL

PERSONAL INFORMATION

- Marital status : Married
- Nationality : Saudi
- Date of Birth : 1977
- Resident of : Saudi Arabia, Eastern Province

OBJECTIVE

Looking to join a Progressive Organization that has the need for Diploma Graduator & Offers Opportunities for Advancement, and sharpen my experience through exploring different business units and different scales.

EDUCATION

2000

INSTITUTE OF PUBLIC ADMINSTRATON

Dammam

- Diploma Degree in Commercial Accounting.
- Orientation Year : “English & Math’s”
- Extensive Courses in Accounting, Marketing, Finance, Management & Economy.
- Cooperative Trainee Program with "SCECO", 2000.

COURSES:

- “Finance for Non-Finance Professionals & Managers” Business Simulation with Zamil Leadership Development Center, 10-11 Feb 2014
- “Procurement for Managers” Business Simulation with Zamil Leadership Development Center, 16-17 Apr 2014
- “EEP Competency Assessment” with Weatherford – Online, 29 May 2012
- “Essentials for Enterprise Excellence” with Weatherford – Online, 27 May 2012
- “QHSSE Competency Assessment” with Weatherford – Online, 26 May 2012
- “Environmental Induction” with Weatherford – Online, 23 May 2012
- “IT Helpdesk Management – MEMOcast” with Weatherford – Online, 23 May 2012
- “Weatherford Health & Safety Induction” with Weatherford – Online, 23 May 2012
- “Right Start” with Weatherford from 18 to 20 April 2012
- “Safe Start” with Weatherford on 28 April 2012
- “Writing Skills for Business” with Knet – Knowledgenetwork, 02 Jun 2008 in Dubai
- “Effective Buyer” with IIR – Institute for International Research from 28 Oct to 1 Nov, 2007 in Dubai
- Intensive English Courses at Eastern Michigan University from 8 May 2006 to 27 July 2006 in Michigan, U.S.A.
- Intensive English Courses at Michigan Language Center from 26 Oct 2005 to 5 May 2006 in Michigan, U.S.A.
- “Effective Budgeting & Operational Cost Control” with Oxford Management Center (Glomacs), from 28 May to 1 Jun 2005 in Dubai, UAE
- ISO 9000: 2000 Awareness Programs conducted by ABS Quality Evaluation Inc. (Opening/Closing Meetings & End Year Auditing) from 25 Dec 2004 to 4 Jan 2005 in ZAC
- English Course from 3 to 28 April 2004 at ELS Language Center, Dammam
- “Developing Purchasing Techniques”, with Intech Management & Technology Solutions from 7 to 9 Oct 2002 in Dubai, UAE
- Workshop in “Communication Skills” with CoolCare Center on 11 April 2002 in ZAC
- Short seminar in Time Management with CoolCare Center on 16 & 17 Oct 2001 in ZAC
- Outlook 2000 Introduction with ExecuTrain training center on 16 & 17 Aug 2000

EXPERIENCE

2016	ZAMIL OFFSHORE SERVICES CO.	Al Khobar
Sourcing & Procurement Supervisor	2013 - 2016	
2013	ZAMIL AIR CONDITIONERS	Dammam
Sourcing & Purchasing Team Leader	2012 - 2013 (ZAC-Consumer)	
2012	SAUDI MAKAMIN	Dammam
Supply Chain Supervisor		
2012	WEATHERFORD	Dhahran
Manufacturing Supervisor		
2012	ZAMIL AIR CONDITIONERS	Dammam
Sourcing & Purchasing Team Leader	2010 - 2012 (ZAC-Consumer)	
Sourcing & Purchasing Officer	2008 - 2010 (ZAC)	
SMT Leader	2007 (ZAC/CoolCare)	
SMT Leader	2006 (CoolCare)	
Senior Buyer	2002 - 2005 (ZAC)	
Buyer	2000 - 2002 (ZAC)	

SKILLS

Perfect Knowledge of MS Office, Outlook Express, Communication Skills, Speech & Presentation Skills, Reporting & Typing Skills, Time Management, Well-organized, Adaptive, Fluent in English & Arabic Languages, Welling to learn & keen in Computer.

HOBBIES

Internet, Handball, Soccer, Traveling and Friendship.

REFERENCES

Personal references available upon request.