**CURRICULUM VITALE:**

**BIO DATA:**

**Other Names:**  Saidi

[Saidi.322909@2freemail.com](mailto:Saidi.322909@2freemail.com)

**Date of Birth:** 22/4/1986

**Marital Status:** Married

**OVER VIEW:**

I am a self-driven highly motivated multi-skilled person with experience in Office management and general admiration basing on entrusted responsibilities.

**EDUCATION AND QUALIFICATION:**

* 2005-2006 certificate of education Kijjabwemi secondary school
* 2001-2004 certificate of ordinary level certificate Masaka High school

**PROFFESINAL SKILLS AND RESPONSIBILLITIES:**

I currently work as a contractor in Abu Dhabi Company for Petroleum Oil Operations (ADCO) under Al-Dhafra Co-Operative Society were am working as an assistant coordinator for Oil Field service for 3 years where I have full control of Oil Field Service operation activities/duties like:

* Recording and Updating Daily, Weekly and monthly Reports
* Arranging monthly Times sheets for both Labors and foremen
* Conducting the jobs as per ADCO HSE standards
* ADCO Maximo Coordinating

**WORKING EXPERINCE:**

* 2012, I joined ADCO Bab Training office for 1 Year
* 2013 Feb up to date joined ADCO Oil Field Services as an assistant coordinator

**SKILLS:**

I possess a good knowledge in all computer Micro Office Soft Applications (Soft Word, Excel, Access, Outlook and Power Point).

**ABILITIES:**

I am able to deliver, Hardworking, Committed, Quick Learner, Good team player and a Leader with Good Communication Presentation and Interpersonal skills.

**Languages spoken:**

* English-Excellent
* Arabic-Little