

**NAME** : C JOBBY JOY

**SEX** : MALE

**D.O.B** : 15-10-1988

**NATIONALITY** : INDIAN

**MARITAL STATUS** : MARRIED

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**IQAMA No.** : 2345489336

**IQAMA TYPE** : Transferable

**PASSPORT No.** : X4115961

**SCE Membership No** : 611333

**ADDRESS** : Abu Aws Alaslamy St.  
Al Aziziyah, Dammam 32424, Saudi Arabia

**QUALIFICATION** :



Course	Institution	Board/ University	Academic Year
Bachelor of Engineering Electrical and Electronics (EEE)	Madha Engineering College, Chennai, India	Anna University, Chennai	2006-2010
10+2	International Indian School, Dammam, Saudi Arabia	CBSE	2005-2006
10 <sup>th</sup>	International Indian School, Dammam, Saudi Arabia	CBSE	2003-2004

## **EXPERIENCE :**

### **• 3+ years in Milano International as Operations Manager, Dammam, Saudi Arabia May 2021 – Present**

- Establish and maintain document control procedures in compliance with company standards and industry regulations.
- Organize, categorize, and manage documents, including engineering drawings, specifications, and technical documents.
- Facilitating to warehouse department and supporting them to maintain the rescheduling for the in-out stock respectively.
- Facilitating the shipment organizing schedules.
- Coordinate with project teams to ensure accurate and timely document submissions and revisions.
- Facilitating event organizing schedules.
- Facilitating the sales department and supporting them for the relevant projects and issuing quotations.
- Experience in data process validation and business needs analysis. Proven ability to understand customer requirements and translate into actionable project plans.
- Data analysis for easy data organizing.
- Handling all the new and existing products and stocks and Uploading High-Quality product photos and technical data in the E-commerce catalog and keeping them up to date all the time.
- Developing database structures and features according to organizational needs.
- Monitoring system performance and identifying problems that arise.
- Ensuring that the database is adequately backed up
- Protecting data by developing data security and restoration policies, procedures, and controls.
- Developing procedures to ensure data integrity and quality.
- Preparing and presenting system performance reports to senior managers.
- Documenting processes and complying with best practices in database management.

### **• 7 years in Petrolink International (Saudi Aramco Contract), Khobar, Saudi Arabia May 2014 – February 2021**

#### **Role: Operations Supervisor**

- Work with Senior Management & Stakeholders to drive key strategic processes including performance management, setting organization-wide goals, Training, Procurement Negotiation, Maintain Consistency of Operations.
- Monitor office expenditures, crew rest hours, clerical tasks, and weekly meetings, track vendor pricing & handle all service contracts and payroll.
- Partner with executives to define employee work contracts, workforce planning, rewards & recognition programs.

- Lead planning, strategy, proposal process, and bid preparation. Collaborate with cross-functional teams to improve customer service experience.
- Manage account relationships, contract negotiations, sales, pricing, billing, and logistics.

### **Role: Senior Technical Coordinator**

- Support as Network Security Engineer on Aramco Rigs for RTDTVS Project. (Real Time Data Transmission and Viewer Services)
- Monitoring the security of critical systems and changes to highly sensitive computer security controls to ensure appropriate system administrative actions, investigate and report on noted irregularities.
- Provide Real-time monitoring of drilling activities and technical support to clients through various channels of communication.
- Ensuring data quality by providing data monitoring services.
- Finding solutions to complex technical problems through direct hands-on work.
- Coordinate with the IT team to ensure that security software is properly installed and updated on employee computers.
- Deploying company tools/equipment and services by maintaining direct communication with the Service Company.
- Remotely setting up the WITSML server at the rig for the data transmission to Aramco Clients.
- Conducting Real-Time system administration, WITSML Data control, Client/ Contractor support, raw data collection, Conversion to WITSML from WITS format, delivery to WITSML databases, and Visualization.
- Analyzing real-time field data and monitoring.
- Tracking the Daily live issues and performing troubleshooting steps.
- Perform Data Acquisition concerning rig to meet the client's needs.
- Providing full-time back-end support to Field Engineers.
- Understand various Rig Drilling operations e.g., Vertical Drilling using MWD tools, Horizontal Drilling using LWD tools, Wireline jobs & Well Testing jobs for multiple MNCs.
- Coordination with multiple service providers in the industry like Haliburton, Baker Hughes, Weatherford & Schlumberger, and many more organizations to get Drilling data for clients.

### **● 11 months as Service Engineer in SETRA: Saudi Electronic Trading Co., Khobar, Saudi Arabia**

**May 2013 – April 2014**

- Provide the most reliable power systems by exploiting unrivaled engineering resources and customizing the most efficient power backup solutions which include uninterrupted power supplies, line conditioners, voltage stabilizers, standby generators, batteries and related charging systems.
- Provide tailor-made solutions that will give systems complete protection against all types of power fluctuations, while simultaneously anticipating future needs.
- Install DC-UPS, standby diesel gensets, and a variety of standby battery systems.

- Ensures that all items follow the change management process and are entered and tracked.
- To implement & verify the quality objective in the quality management system against the plan and take proper corrective and preventive actions against the deviated objectives.
- Managing weekly meetings with other departments to solve the encountered issues and follow the implementation of the action.
- Participate in ongoing training and self-development.

• **11 months as Procurement and Operations Coordinator in Solar System Enterprises Ltd, Chennai, India**  
**May 2012 – April 2013**

- Conducted market research to identify cost-effective sourcing opportunities.
- Negotiated contracts with local and international suppliers, achieving cost savings
- Ensured compliance with government import/export regulations and customs requirements
- Managed inventory levels, ensuring stock availability while reducing holding costs
- Developed procurement strategies that aligned with company objectives, leading to reduction in procurement expenses.
- Monitored supplier performance using KPIs and resolved any issues in collaboration with stakeholders.
- Coordinated the transportation of goods, ensuring on-time delivery and minimizing delays

**LANGUAGES** : English, Hindi, Malayalam, Tamil, Arabic

**MEMBERSHIPS** : Saudi Council of Engineers (SCE Membership no. 611333)

**PROFESSIONAL SUMMARY:**

Experienced Engineer with a demonstrated history of around 11 years working in the Oil and Energy Industry (Saudi Aramco Contract - Petrolink) and Manufacturing Industry (Milano International).

Excellent communication and intrapersonal skills and possess a wide range of technical and administrative skills. I have been part of a team, as well as managed, motivated, and trained a productive team. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Proven ability to build and lead teams of talented professionals to develop valuable process solutions to meet business objectives.

**DECLARATION:**

I hereby declare that all the information mentioned above is true and best of my knowledge.

Place: Dammam

Signature: