

Mohammed A. Duayrim

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Summary

Detail-oriented Administrative Coordinator with hands-on experience supporting high-profile maintenance and operations projects. Skilled in streamlining communication, managing documentation, and coordinating cross-functional teams to ensure smooth workflow. Holds dual diplomas in Renewable Energy and specialized courses in maintenance budgeting, performance tracking, and safety compliance. Adept at aligning administrative functions with operational goals in dynamic environments.

Experience

El Seif Operation and Maintenance (ESOM) | Saudi Arabia

Administrative Coordinator | Neom Royal Palace Project | September 2023 – Present.

- Manage daily communication and route documents between teams.
- Arrange meetings and draft agendas to support executive planning.
- Maintain organized records and update administrative logs regularly.
- Compile reports and format documentation for internal use.
- Facilitate coordination across departments to ensure smooth operations.

Education

Saudi Electric Services Polytechnic | Saudi Arabia

Diploma in Renewable Energy | 2024.

- Build a strong theoretical foundation in renewable energy principles, sustainability, and policy.
- Analyze the economic and environmental impacts of large-scale clean energy transitions.
- Develop strategic planning skills for implementing community and organizational renewable solutions.

Riyadh College of Technology | Saudi Arabia

Diploma in Renewable Energy Technology | 2023.

- Gain hands-on technical skills for installing and maintaining solar and wind energy systems.
- Master engineering tools for designing and optimizing efficient energy generation projects.
- Develop advanced troubleshooting skills for complex renewable energy electromechanical systems.

Certificates & Courses

- Inventory Management & Procurement (Supply Chains) | Riyadh Institute | July 2025.
- Maintenance Performance Indicators and Follow-up Using Artificial Intelligence | King Abdulaziz University | April 2025.
- Preparing and Following up the Maintenance Budget | King Abdulaziz University | March 2025.
- Occupational Health and Safety Management in Accordance with the Practices Approved by NEBOSH | Umm Al-Qura University | January 2025.
- Basics of Maintenance Supervision | King Abdulaziz University | December 2024.

Professional Memberships

- Professional Accreditation – Electrical Technician | Saudi Council of Engineers (SCE) | 2025 – 2027.
- Member | General Authority for Media Regulation | 2024 – 2027.

Skills

Technical Skills:

- Maintenance Coordination.
- Inventory Management.
- Procurement & Supply Chains.
- Documentation Control.
- Report Preparation.
- Safety Compliance.
- Meeting & Agenda Management.
- Record Keeping.
- Internal Communication.
- Microsoft Office Suite.

Soft Skills:

- Organizational Skills.
- Communication.
- Attention to Detail.
- Team Coordination.
- Time Management.
- Problem-Solving.
- Adaptability.
- Proactive Planning.
- Multitasking.

Languages

- Arabic.
- English.