

# ALAWI ALSAEEDI

## CONTACT DETAILS

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## EDUCATION

- **Ypsilanti, MI, USA** - Great Lakes OSHA Education Center, Construction management and health 2015
- **Ann Arbor, MI,USA** - Access International language institute, English as Second Language. Jan 2015 - Dec 2015
- **Ann Arbor, MI,USA** - Michigan Language Center, English as a Second Language 2013 - 2014
- **Saudi Arabia - Dammam** - New Horizons- ALKhaleej Training & Education AutoCAD Level 1&2 – Nov 2012
- **Saudi Arabia - Dammam** - Travel and Tourism Diploma Ticketing and Reservations officer- 2006 - 2008
- **Saudi Arabia - Dammam** - Direct English and The National System For Joint Training English for Tourism and Travel. Dec 2006 - Sep 2007

## PROFESSIONAL EXPERIENCE

- **May 2008 - Feb 2009:** Travel Agent at Alfurasn Travel and Tourism Co.
- **Apr 2009 – Mar 2010:** Travel Agent at Global Traveler Bureau Co.
- **May 2010 – Mar 2013:** Clerk at Zamil Steel Co.
- **Apr 2017 – Apr 2021:** Saftey Officer at Alfarnar Engineering Service.

## PROFESSIONAL SKILLS & ABILITIES

- Microsoft Office
- Strong Communication
- AutoCad
- Team Player
- Motivated & dedicated

## PROFESSIONAL DEVELOPMENT & PARTICIPATION

- Smart Solutions Center for Training, Human Resources Management 15 hrs (2021)
- Qitaf Training Institute, Essential skills for Safety professionals 30 hrs (2021)
- Qitaf Training Institute, Occupational Safety and Health according to OSHA standards 25 hrs (2021)
- Technical Seminars Centers Co. MicroStation, Essential & Productive (2005)
- Technical Seminars Centers Co. Manual Drafting (2005)
- Technical Seminars Centers Co. Microsoft Office (2005)
- Zamil Steel Industries Training Center - Intermediate Level English Language (2010)