

Curriculum vita

PERSONAL INFORMATION

Name: Waleed Mohammed Alghamdi
Nationality: Saudi
Birth Date: June 22, 1988
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OBJECTIVE & SUMMARY

To seek challenging assignment and responsibility that will utilize my experiences, skills and knowledge with an opportunity for growth and career advancement as successful achievements.

I worked as an administrative developer, provided solutions to facilitate and efficient administration, clerk contracts, revision and certification of a notary public, analysis of occupational safety in the project, maintenance and supervision of heavy vehicles.

EXPERIENCE

ALGHANIM International Saudi | MARS 2015 –OCTOBER 2020

- Public coordinator and workforce supervisor:
 - Support day-to-day activities for the administration services.
 - Primary responsible for the governance and RC standard compliance.
 - Monitor, analysis and provide monthly reports for the inbound / outbound materials.
 - Responsible for operating labors and coordinating between them, including forklift, large volumes.

SABIC Ibn Rushd| SEP 2012 –JAN 2015

- Work shop activities including permits, receiving and submitting materials to the customers.
- Forklift driver for handling the equipment's transferring between different locations.
- Developed excel sheet for efficient controlling of the consumables welding tools management

EDUCATION

Associate Degree in "Crane and Forklift " Technology from Yanbu Technical Institution. Graduated in 17-7-2014 and holding grade of 2.84 out of 4 .

TRAINING COURSES

- Self Development series.
- Self Management.
- Cyber Security.
- Secrets for a Successful Job Interview.

SKILLS

- Planning and organizing.
- Microsoft office programs skills.
- Time management.
- Computer programming and troubleshooting, Networks, OSs.
- Experience in the field of delivery applications (Mrsool, Careem, Uber).

LANGUAGE

Arabic (fluent)

English (Excellent)