



Hamad bin Ayad Hamad Al-Fadagih



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Riyadh - AL Ghadir st.

24 .05 .1980

Married

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COMPUTER SKILLS

Using a (Microsoft Office)

Typing both Languages

Computer Apps & Internet



SKILLS



Development in work



Communication



Flexibility



Using Microsoft Office

OBJECTIVES



position where I can effectively utilize my expertise in human relations, Research and investigate administrative issues, government relations, Coordinator for all administrative work, government matters, Data Entry, Network operation, maintenance of computers, egovernment transactions.

EDUCATION



- ◆ High school From Al- Koubah School in Hail City with degree of Very Good in 1999.
- ◆ I have finished 80 hours from Education collage in Hail University and 28 hours from education collage in king Faisal University at Alahssa city.

EXPERIENCE



- One year as teacher in 1999-2000
- Businesses in real estate marketing and deal with government agencies finishing procedures from 1999-2003.
- Business in marketing and management position at Naylat Media Company from 2005-2008.
- Business in organizing exhibitions and conferences in the Gulf Commercial Group Bag from 2003 till now.
- Computer equipment operator in Interior Ministry in Hail prinedom for 14 years from 2003.
- Investigator at Riyadh Bank Security & Safety Department Investigations Department in 2017.
- Vennillarabia Military Training and Development Aviation Brigade Logistics Services Section.
- Customs Clearance at King Khalid Airport Customs in Riyadh (Dry Port) within the activities of Vinnellarabia.
- EXPORT and EMPORT in logistics service in Aviation Department
- Military handling materials in the Military Aviation Brigade in the Saudi Ministry of National Guard.
- Business Coordinator between the administrative and military leaders.

LANGUAGES



Arabic : (mother Language) ● ● ● ● ● ● ● ●

English : spoken and written ● ● ● ● ● ● ● ●

India : spoken ● ● ● ● ● ● ● ●



TRAINING COURSES

- Passing a course in data entry and word processing for 7 months.
- Passing a course in maintenance of computers for one month.
- Passing a course in word processing (MS-Word).
- Pass a training course in basic skills of Computer and egovernment transactions for 2 months at the Cambridge Institute.
- Pass a training course at the Institute of Public Administration in protection program using (T M G) Technology.
- Pass a training course entitled (MS-ACCESS) in the Institute of Public Administration in Riyadh.
- Certificate of English Language from the University of Waikato in Hamilton New Zealand.
- Training course Creating Engaged Workplaces and teams in Auckland New Zealand.
- Time Management.
- English Course at the Waikato Institute in 2017
- PMP and BMI courses in Riyadh City in 2018.
- Effective communication skills. Study skills.
- Passing the computer course in PowerPoint and Photoshop programs.
- Certificates of thanks and volunteer work
- A certificate of thanks and appreciation from Ghouta Charity Association for organizing a competition for students.
- A certificate of thanks and appreciation from the Ministry of Islamic Affairs Hail branch for writing a research titled (marriage problems and solutions) in 2003.
- A certificate of thanks and appreciation from His Royal Highness the Prince of Hail on the success of the arrangements that have been made on visit His Royal
- Highness Prince / Sultan bin Abdulaziz Al Saud, Second Deputy Prime Minister and the Minister of Defense and Aviation and General Inspector of Hail in 2005.
- A certificate of thanks and appreciation from the Deputy Governor of Hail on behalf to entrusted me to do Secretarial work and manage his office.
- A certificate of thanks and congratulations from King Abdullah and the Crown Prince for the effort in the success of auto racing Desert (Rally Hail) 2006.
- A certificate of thanks and appreciation from the director of public services and maintenance in the Principality of Hail to participate engineering construction work for the
- proposed Office Principality 2009.
- A certificate of thanks and appreciation from NewZealand's cultural attaché to the success of the Saudi Student Club in Hamilton New Zealand in 2011.
- A certificate of thanks and appreciation from NewZealand's cultural attaché to the success of the Saudi Student Club in Hamilton New Zealand in 2017