

🏠 MEDINA 📞 0551831089 ✉️ fahadmm2020@gmail.com

Date of birth 22-11-1981	Nationality SAUDI	Gender Male	Place of birth Medina
Marital status Married	LinkedIn www.linkedin.com/in/fahad-alsheedi		

An ambitious young man learns from my mistakes and looks for new opportunities. I love exploring and new experiences on a personal and professional level.

And joining an organization, I can apply what I have learned from my professional and scientific experiences

WORK EXPERIENCE

Procedure Checker May 2019 - Present

Civil Status Agency, MEDINA

. Checking clients' documents and papers to issue the national identity and record the incident

Marriage, divorce and death.

Receiving transactions and sending them through the system to other parties and saving them for reference when needed.

Assistant engineer electrical Sep 2002 - Nov 2017

Saudi Electricity Company, MEDINA

I have 15 years of experience in the Saudi Electricity Company as an assistant electrical engineer and experience in electrical work from the planning of air and ground electrical networks low pressure and high voltage and experience in electrical maintenance work and adherence to occupational safety standards at work.

EDUCATION AND QUALIFICATIONS

Master of Business Administration May 2013 - May 2015

Taif University, TAIF

Bachelor of Business Administration Jul 2007 - Jul 2011

Taibah University, Medina

Diploma in Electrical Technology Jul 2000 - Aug 2002

Saudi Electricity Company Institute, JEDDAH

INTERESTS

Teaching English and taking, Running, Travel, playfootball

SKILLS

Microsoft Word, PowerPoint and Excel Intermediate

Planning and organizing Expert

time management Expert

Teamwork Expert

the responsibility Expert

Financial skills Experienced

ACHIEVEMENTS

Honored with the employee of the year award from the head of the western sector of the Saudi Electricity Company

LANGUAGES

ARABIC	Native
ENGLISH	Intermediate

COURSES

Recruitment and selection Institute of Public Administration	Jul 2020 - Jul 2020
Training needs Institute of Public Administration	Jul 2020 - Jul 2020
Civil status procedures and systems National Information Center	Jun 2019 - Jun 2019
Project Management Professional PMP Course Saudi Electricity Company	Aug 2017 - Aug 2017
Effective communication skills Saudi Electricity Company	Aug 2016 - Aug 2016
Customer care skills Al Taweel Training Center	Sep 2015 - Sep 2015
Planning and monitoring implementation Al Taweel Training Center	Jun 2014 - Jun 2014
dealing with work pressures Al Taweel Training Center	Sep 2013 - Sep 2013
Safety at work Saudi Electricity Company	Jul 2012 - Jul 2012
Outstanding service Saudi Electricity Company	May 2011 - May 2011