

Nasser Abdullah Al-Qahtani

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E-MAIL: NASSER.AL-QAHTANI@HOTMAIL.COM

PERSONAL DETAILS

Marital status: Single

Nationality: Saudi

Date of Birth: 24 June 1982

PERSONAL PROFILE

Reliable individual with excellent computer skills. Ready to work beyond the call of duty in order to meet goals or to solve problems. Ability to work in a team and on own initiative. Ability to communicate well and express myself in a clear manner, whether in writing or speaking. Good time management skills; efficient and an organized person. Seeking a position within a local company to utilize skills an experience.

EDUCATION

1999-2000

King Saud School
Jeddah, KSA

High School Certificate

2002-2004

Apprenticeship graduate (Industrial Training Center) – 2 years

SA Dhahran

WORK EXPERIENCE

Oct 2004-Aug 2005

Aramco Gas Well Services (contracting group)

- Organize input/output information & distribute documents
- Audit communication invoices
- Review cost sheets
- Update office assets inventory

Oct 2005-July 2006

Aramco Gas Well Services (Producing Dep):

- Compile and submit daily activity reports, weekly highlight and unit reports
- Update and implement safety training
- Maintain office equipments

July 2006 -Aug 2007 *Aramco Hawtah Wire Line:*

- Responsible of covering day-by-day the safety meeting skills & emergency drills
- Time keeping
- Share all monthly safety highlights by conducting an interface meeting with all units

Aug 2007-May 2008 *Aramco Wire Line & Field Services Units, (Khurais Project):*

- Review and update employee's academic record
- Work with training coordinators to enroll and develop the new employees
- Prepare monthly highlight and distribute it
- Perform all Saudi Armco E-forms, memos, requests and letters as required

June 2008-June 2010 *Aramco Planning & Project Unit:*

- Update communication and vehicles inventory
- Initiate a tracking file system to follow up management letters and requests
- Beside the regular clerical job

July 2011-Jan 2015 *National Gourd Health Affairs:*

- Working as Tasks officer in deputy executive primary healthcare office
- Covering in Um-Alsalaam Health Care Center

ACHEVMENTS

Participated in Khurais Mega Project for Oil Production

SKILLS

Information Technology Skills

Microsoft Office

SAP System

Internet & Email

Language Skills

Arabic: Mother tongue

English: Excellent

INTERESTS

Using computer, reading books and writing short stories

Note: For more information please see the attachments



Kingdom of Saudi Arabia
National Guard Health Affairs
Training & Development Department

CERTIFICATE OF COMPLETION

This certifies that:-

MR. NASSER ABDULLAH AL QAHTANI BN 4043345

has successfully completed the
**“HIGH IMPACT DECISION MAKING, REDUCING RISKS
MAXIMIZING RESULTS”** course
held on Sept. 17-18, 2011 at National Guard Health Affairs.



محمد عبد الله الحقييل
Mr. Mohammed Al Hogail

المدير التنفيذي، لإدارة التدريب والتطوير
Corporate Executive Director, Training & Development, NGHA

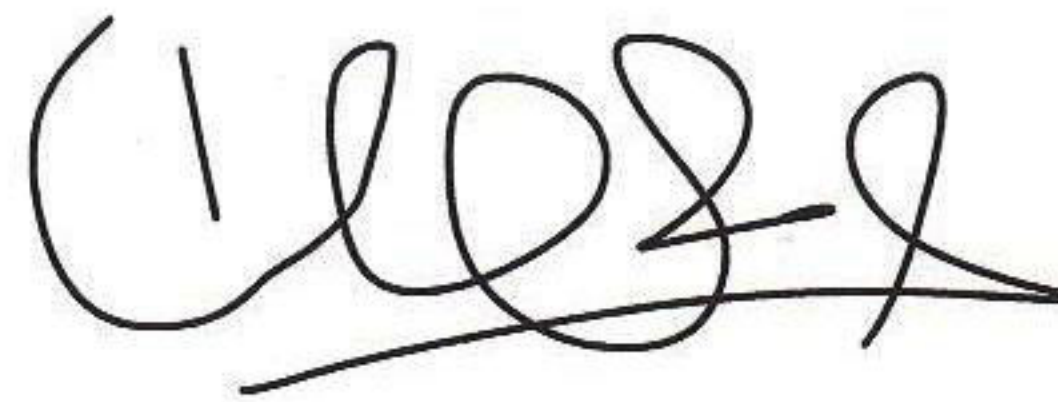
شهادة شكر و تقدير

يسر كلية الطب بجامعة الملك سعود بن عبد العزيز للعلوم الصحية أن تمنح هذة الشهادة للسيد

ناصر القحطاني

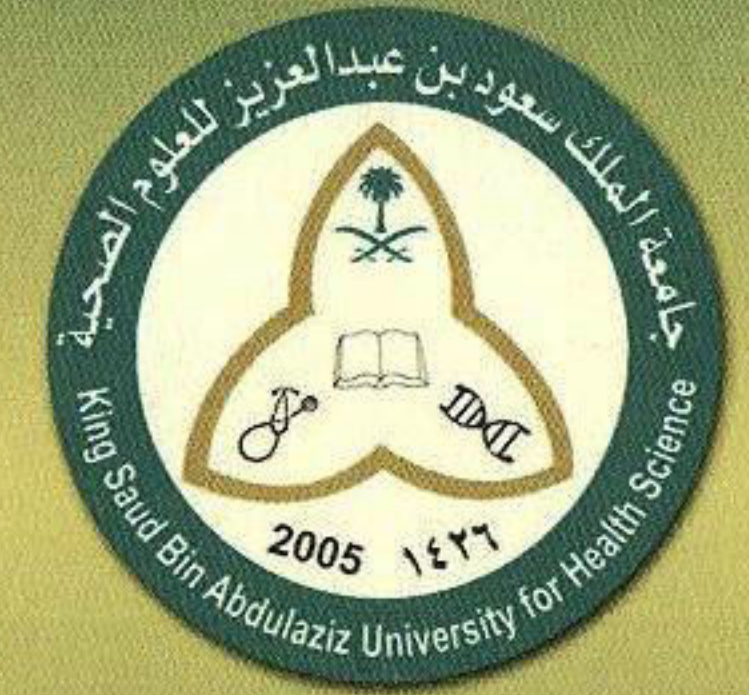
و ذلك للجهد الذي بذلتموه و التعاون المتميز في محاضرة لطلاب كلية الطب في
جامعة الملك سعود بن عبد العزيز للعلوم الصحية

سائلين المولى لكم بدوام التوفيق و السداد



د/وسام أبو زنادة

العميد المشارك للشؤون الأكاديمية و شؤون الطلاب
جامعة الملك سعود بن عبد العزيز للعلوم الصحية






Kingdom of Saudi Arabia
National Guard Health Affairs
Community & Preventive Medicine – PHC, WR.

Thanks & Appreciation

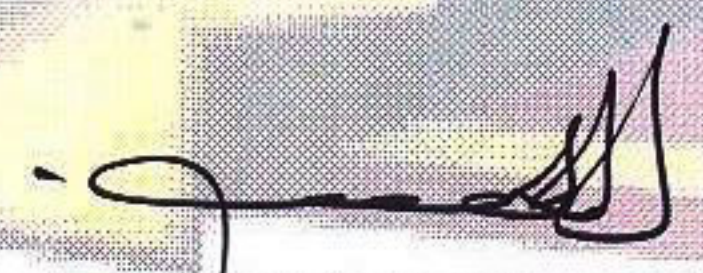
The Quality Management, Primary Health Care Directorate in the National Guard, Western Region, is grateful to:

MR. NASER AL GAHTANI

For his/her sincere participation and effort in the
developing and implementing quality in PHC


Dr. Sahal Darweesh Salama
Consultant, Family Medicine

Coordinator, Total Quality Management, PHC, WR


Dr. Fadel Mohammed Saleh Kamal
Deputy Executive Director

Medical Services, Primary Health Care, WR