

Curriculum Vitae



سيرة ذاتية



<p>Full Nam: Yahya Mohammed Ibrahim Al Rashid Current Address: KSA- Riyadh- Alomorouj Dist. Phon: 0555287687- Email: yahyamr2005@gmail.com</p>	<p>IDENTITY</p>
<p>Date of Birth: June 01, 1969 Place of Birth: Al Kharj Marital Status: Married Nationality : Saudi</p>	<p>PERSONAL DATA</p>
<p>Intermediate University Certificate – Commerce and Management Department , Major (Office Management) College of Technology , Riyadh 1994 (1415 H)</p>	<p>EDUCATION</p>
<ol style="list-style-type: none"> 1. Data entry and Text Processing, Riyadh Typing and Computer Training Center, period 120 hrs, Date 29/12/1412 H, Grade: Very Good. 2. Gradings, Institute of Public Administratio, Date 07/08/1425 H 3. Alloawnces, Bonuses and benefits, Institute of Public Administration, Date 18/08/1425 H. 4. Comprehensive Course in Computer Applications (Grade: Excellent), King Saud University College of Applied Studies and Community Service, period (Six months) 5. Personnel Auditors (Grade: Excellent), Institute of Public Administration, 03/11/1417 H (program period one month) 6. Job Grading(Grade: Excellent), Institute of Public Administration, 11/02/1420 H (program period one month). 7. Emplment (Grade: Excellent), Institute of Public Administration, 04/02/1420 H (program period one month) 8. English Language (Level One) (Grade: Excellent), King Saud University College of Applied Studies and Community Service, period (three months). 9. English Language (Level Two) (Grade: Excellent), King Saud University College of Applied Studies and Community Service, period (three months) 10. Text Editing and Typing on Microsoft Office Word 2003, King Saud University (Program period Two Weeks) 25/04/1428 H. 11. Managers Personal Effectiveness Program- Saudi Human Resources Development Co.- Period 5 days from 16/11/2012 to 21/11/2012. 12. Employment Officer Qualification Program – Tradining Center , Riyadh Chamber of Commerce, Period 30 days from 15/02/2013 to 17/03/2013. 13. English Language Program, Berlitz Institute, (level 1+2+3+4+5+6). 14. New Saudi Labor Law terms and applications program 2014 15. Manpower Organization and planning and preparing training plans (Euro Training Center) August 2014. 	<p>TRAINING COURSES</p>

- June 1995- Jan 2008- Employment Department Head, Faculty Members and Employees Affairs Deanship, King Saud University August 2006- Feb 2011.
- Real Estate Supervisor – Alamawi & Abu Al Khair Legal Accountants Co. – Reciever of Shaikh Saleh Alrajhi & Partners Co Ltd.
- Feb 2011- 3 Mar 2011 (Human Resources Coordinators) Ismail Abu Dawood Trading Co.
- April 2011- August 2012 - Human Resources Manager- Shaikh Saleh Alrajhi & Partners Co Ltd.
- April 2011- August 2012 – Employment & Training Officer Saudi Real Estate Company.
- Employment Supervisor, August 2012 – October 2016 Saudi Real Estate Company.
- Employment Supervisor, August 2016 unti now, Saudi Real Estate Company.

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