

## Curriculum Vitae

### Personal Information:

Name: Mohammed Abdrabalnabi Draj Faraj

DOB: August – 1991

Nationality: Sudanese

Marital Status: Single

Address: Eastern Province /

Khobar

ContactNumbers:0560593374

Email: [mohammedabdo23210882@gmail.com](mailto:mohammedabdo23210882@gmail.com)

### Academic Qualifications:

BSc of Electronics and electrical Engineering , Omdurman Ahlia University – Sudan .

### Experience

1. Position Title : Document Controller / procurement  
Department Employer : Salim Mohammed Al Joaib &  
Partners Company Duration : December 2019 –Present

#### Tasks:

- Responsible of keeping all the Procurement and Contracts documentations,
- Maintaining proper documents tracking.
- Prepares Document Transmittals.
- Coordinating between vendors and project managers for pricing quotations.
- Keep tracking of vendors invoice and Purchase orders.

2. Position Title : Communication & wiring  
Technician Employer : Yanabeh Al-Amal General  
Contracting Est. Duration : September 2018 -  
October2019

#### Tasks :

- Review and maintenance of Network and TelephoneConnections
- New ConnectionsInstallation
- Extend data cables and connect them with externalkeys

### Training Courses:

- Micro Controller trainingcourse
- WebDesigning
- CCNA
- Work Permit receiver ( Aramco).
- 

Skills : \_\_\_\_\_

- Microsoft office package ( Word , Excel , Powerpoint)

- English & Arabic as MotherTongue.  
Ability to work under pressure, work independently and setpriorities.
- Excellent computer and report writingskills.
- Good communications with peers, colleagues &customers.

Team player, Leader, willing to coordinate and work with associated functional department personnel for the benefit of achieving the COMPANY goals and objectives .