Majdi Ali Mohamed

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Education & Certifications:

The Open Cancersity	 BSc (Hon's) in ITC – Information Technology & Computing - Arab Open University - 2012.
	- International Computer Driving License course (ICDL) – June 2005.
	- Certificate of Programming in Visual Basic – Acts Institute – Khartoum - Sudan – June 2002
	- Microsoft Certified Professional (MCP) Course – March 2001
	- Project Management Professional (PMP) Course.
	 Diploma of Computer Hardware & Network – University of Juba- Sudan – October 1999
	 Diploma of computer Science – Leader Computer Institute – Sudan – August 1998
	 Certificate of Computer Maintenance – University of Gazera- Sudan- March 1998.
	 Certificates of Networking with (Windows NT) – Galaxy Technology Company - Sudan – June 1998

Practical Experiences

	Private Office Manager – HRH Prince Mansour bin Talal bin Abdul-Aziz
Feb 2020 till Present.	Al-Saud
	- Taking care of all administrative works in the private office
	- Arrangement & Meeting visitors of the prince
	- Arrangements of Parties & Events of the Prince
	- Preparing and following up travel tickets for the prince and his
	family.
	- Responsible for the expenses of the prince's home and the Private office
	- Responsible for maintaining the prince's cars and following up
	on renewal of vehicles registration and insurance
	- Responsible for maintenance works and all that is needed in the
	the prince houses.
	- Following up the renewal of the prince's private employment
	residency & follow-up of their work contracts and annual leave
July 2014 - Sep 2019	 Admission & Registration Coordinator – A, R & E. Department Head of Examination department
	3- Assistant of Riyadh Center Director
	4- Assistant of Academic Affairs Supervisor
	5- University schedules coordinator & Technical support for the student information system (SIS)
Augo Oben University	
	- Advising & guiding new students for admission & registration.
Arab Open University	- Solving the student's academic problems.
	- Preparing the students equalizations & reflect the results into the
	system.
	- Following with H.Q in Kuwait for the expected graduates'
	students.
	 Following with H.Q for getting the original & replacement certificates.
	- In charge of all examination issues.
Oct 2011 - June 2014	Administrative Assistant for Branch director assistant & Administrative Coordinator for Business Administration Department - Arab Open University
	- Coordinates all the Business department's works & tasks for main
	campus in Riyadh & other regional centers (Jeddah – Hail –
	Dammam - Ahsa - Madinah) also dealing with other international
ope ope	Branches in Kuwait, Jordan, Bahrain, Egypt, Lebanon & Oman.
University	- Students Advisor for Registering Courses.
Arab Open University	
	- Helping & guiding Students for solving their academic problems.
	- Coordinating with tutors & preparing Schedules & payments for part timers for each semester.

	Drogurgment & Dilling Officer & Assistant to Store & Locistics Manager
March 2010-Sep. 2011	Procurement & Billing Officer & Assistant to Store & Logistics Manager – Finance Department – Middle East Internet Company – (CYBERIA)
	 Coordinates with sales department & our store for providing IT materials HW & Software.
CYBERIA Internet for everyone	- Dealing with different vendors or suppliers such as:
	Al-Jammaz – FiberTronic- Cisco Products.
	Aptec & Redington for HP Products.
	3T – ACS – Optimiza- Qudra for Dell Products.
	- Working in billing system (Rodopi) for Creating, renewing,
	upgrading and downgrading home users & corporate users with IP's.
	- Prepare necessary documents for issuing PO's to suppliers.
	 Following up with suppliers for receiving the PO components then delivered them to the customer.
	 Following up with our finance department for the payments of suppliers.
Sep 2008 - Feb. 2010	Procurement Officer & Assistant to Store & Logistics Manager – Procurement Department – Nesma Advanced Technology (Nesma Internet)
	- Coordinating with sales department & our store for providing IT materials HW & Software.
Nesma	- Dealing with different vendors or suppliers such as:
Advanced	Al-Jammaz – FiberTronic- Logicom & small vendors for Cisco
Technology	Products.
	Aptec & Redington for HP Products.
	3T – ACS – Optimiza- Qudra for Dell Products.
	- Prepare necessary documents for issuing PO's to suppliers.
	 Following up with suppliers for receiving the PO components then delivered them to the customer.
	 Following up with our finance department for the payments of suppliers.
	 Preparing POs for connectivity for different customers with different DSPs.
March 2005 – Aug 2008	Administrative Coordinator - Information Technology & Computing Department - Arab Open University
	 Coordinating all the IT department works for Riyadh Branch & other regional centers (Jeddah – Dammam - Hail – Ahsa – Madinah) also dealing with other international Branches in Kuwait – Jordan – Bahrain – Egypt – Lebanon. Advising Students for courses registration.

	- Helping & guiding Students for solving their academic problems.
aity	 Coordinating with head of IT department & prepare Schedules for each semester.
University	 Coordinating with finance department & prepare the payments of part time tutors at the end of Semester.
	 A member of examination committee & in charge of archiving dep.
	Sales Coordinator (Rokn Al- Bara'ah).
Sep 2004 – Feb 2005	- Coordinates with the Khobar branch for selling Communication Equipment.
	- Preparation of Contracts & Quotations for Comm. Equips.
	 Follow-up with the customs clearance companies and receipt of the Company's shipments.
Aug 2001 – Aug 2004	Project Coordinator, Computer Technician & Translator in (GID) Ministry of interior – Dammam – (Rokn Al-Bara'ah)
	- Writing & Translating all Correspondence between the
	Company (Technical Reports) & The Ministry of Interior –
	Telecommunication Department.
	- Assistant of Project Manager for all project works.
	- Maintaining PCs for the Staff.
	- Responsible for the company branch in Dammam.
Nov 1999 – July 2001	GM Secretary & HR Coordinator - Rokn Al- Bara'ah Trading Est.
	- Responsible for all Correspondence & Dealing with Customers: Government – Corporates.
	- Preparing all letters & necessary documents for Contracts.
	- Responsible for H.R in the Company.
	 Follow-up with the customs clearance companies and receipt of the Company's shipments.

Skills:

<u>Olvilla</u>	- Maintains good relationship with the investors and contractors and
Skills	carry out work and performs any tasks as may be assigned.
	 Contacting Customers for any issues that arise.
	 Contacting Government departments to check for any issues.
	(Ministries, governmental organizations.
	 the ability to learn quickly, set priorities, manage multi-task &
	working under pressure.
	Applications and Programming Languages:
	Operating systems: - All Windows versions
	Data Base: Access – Oracle
	> Applications: MS-Office Application (all versions).
	Programming Languages: Java – C++
	 Full Knowledge in Configuration & Installation For all Programs. Good knowledge of Networking, TCP/IP & Network devices Such as Hubs, Modems, Router, Switches.
	Professional level in dealing with:
	- Students and trainees.
	- Programs installations and support.
	- Troubleshooting PCs problems.
Languages	 Arabic: Mother tongue English: Very Good
Personal Information	Nationality: Sudanese
	 Religion: Muslim Valid Transferable Iqama
	✦ Birth Date: Feb, 1973
	Living in KSA for more than 40 years.