

# Majdi Ali Mohamed

Mobile +966 594211280

Mobile +966 549964246 – +966 564057991

E-mail: [majdi.aou@gmail.com](mailto:majdi.aou@gmail.com)

Alternative: [majdi.aou.2030@gmail.com](mailto:majdi.aou.2030@gmail.com)



## Education & Certifications:









The Open  
University



- 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

<p><b>Feb 2020 till Present.</b></p>  	<p><b>Private Office Manager – HRH Prince Mansour bin Talal bin Abdul-Aziz Al-Saud</b></p> <ul style="list-style-type: none"> <li>- Taking care of all administrative works in the private office</li> <li>- Arrangement &amp; Meeting visitors of the Prince</li> <li>- Arrangements of Parties &amp; Events of the Prince</li> <li>- Preparing and following up travel tickets for the Prince and his family.</li> <li>- Responsible for the expenses of the Prince's home and the Private office</li> <li>- Responsible for maintaining the Prince's cars and following up on renewal of vehicles registration and insurance</li> <li>- Responsible for maintenance works and all that is needed in the house of the Prince</li> <li>- Following up the renewal of the prince's private employment residency &amp; follow-up of their work contracts and annual leave</li> </ul>
<p><b>July 2014 - Sep 2019</b></p>  	<p><b>1- Admission &amp; Registration Coordinator – A, R &amp; E. Department</b>  <b>2- Head of Examination department</b>  <b>3- Assistant of Riyadh Center Director</b>  <b>4- Assistant of Academic Affairs Supervisor</b></p> <ul style="list-style-type: none"> <li>- Advising &amp; guiding new students for admission &amp; registration.</li> <li>- Solving the student's academic problems.</li> <li>- Preparing the students equalizations &amp; reflect the results into the system.</li> <li>- Following with H.Q in Kuwait for the expected graduates' students.</li> <li>- Following with H.Q for getting the original &amp; replacement certificates.</li> <li>- In charge of all examination issues.</li> </ul>
<p><b>Oct 2011 - June 2014</b></p>  	<p><b>Administrative Assistant for Branch director assistant &amp; Administrative Coordinator for Business Administration Department - Arab Open University</b></p> <ul style="list-style-type: none"> <li>- Coordinates all the Business department's works &amp; tasks for main campus in Riyadh &amp; other regional centers (Jeddah – Hail – Dammam - Ahsa - Madinah) also dealing with other international Branches in Kuwait, Jordan, Bahrain, Egypt, Lebanon &amp; Oman.</li> <li>- Students Advisor for Registering Courses.</li> <li>- Helping &amp; guiding Students for solving their academic problems.</li> <li>- Coordinating with tutors &amp; preparing Schedules &amp; payments for part timers For each semester.</li> </ul>

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.
- 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.
- Dealing with different vendors or suppliers such as:
  - Al-Jammaz – FiberTronic- Logicom & small vendors for Cisco 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 PO's 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 Registration Courses.
- Helping & guiding Students for solving their academic problems.
- Coordinating with head of IT department & prepare Schedules for each semester.
- 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.

<p>Sep 2004 – Feb 2005</p>	<p><b>Sales Coordinator (Rokn Al- Bara'ah).</b></p> <ul style="list-style-type: none"> <li>- Coordinates with the Khobar branch for selling Communication Equipment.</li> <li>- Preparation of Contracts &amp; Quotations for Comm. Equip.</li> <li>- Follow-up with the customs clearance companies and receipt of the Company's shipments.</li> </ul>
<p>Aug 2001 – Aug 2004</p>	<p><b>Computer Technician &amp; Translator in (GID) Ministry of interior – Dammam – (Rokn Al-Bara'ah)</b></p> <ul style="list-style-type: none"> <li>- Translating all Correspondence between the Company (Technical Reports) &amp; The Ministry of Interior – Telecommunication Department.</li> <li>- Assistant of Project Manager for all project works.</li> <li>- Maintaining PCs for the Staff of the Project.</li> <li>- Responsible for our branch in Dammam.</li> </ul>
<p>Nov 1999 – July 2001</p>	<p><b>GM Secretary &amp; HR Coordinator - Rokn Al- Bara'ah Trading Est.</b></p> <ul style="list-style-type: none"> <li>- Responsible for all Correspondence &amp; Dealing with Customers: Government – Corporates.</li> <li>- Preparing all letters &amp; necessary documents for Contracts.</li> <li>- Responsible for H.R in the Company.</li> <li>- Follow-up with the customs clearance companies and receipt of the Company's shipments.</li> </ul>

**Skills:**

	<ul style="list-style-type: none"> <li>- Maintains good relationship with the investors and contractors and carry out work and performs any tasks as may be assigned.</li> <li>- Contacting Customers for any issues that arise.</li> <li>- Contacting Government departments to check for any issues (Ministries, governmental organizations)</li> <li>- Good Expert level in the following Information and Communication Technology:</li> <li>- the ability to learn quickly, set priorities, manage multi-task &amp; working under pressure.</li> </ul> <p><b><u>Applications and Programming Languages:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Operating systems:</b> - All Windows versions</li> <li>➤ <b>Data Base:</b> Access – Oracle</li> <li>➤ <b>Applications:</b> MS-Office Application (all versions).</li> <li>➤ <b>Programming Languages:</b> Java – C++</li> </ul>
--	---

	<ul style="list-style-type: none"> <li>➤ Full Knowledge in Configuration &amp; Installation For all Programs.</li> <li>➤ Good knowledge of Networking, TCP/IP &amp; Network devices Such as Hubs, Modems, Router, Switches.</li> </ul> <p>Professional level in dealing with:</p> <ul style="list-style-type: none"> <li>➤ Students and trainees.</li> <li>➤ Programs installations and support.</li> <li>➤ Troubleshooting PCs problems.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>✦ <b>Arabic:</b> Perfect</li> <li>✦ <b>English:</b> Very Good</li> </ul>
<b>Personal Information</b>	<ul style="list-style-type: none"> <li>✦ <b>Nationality:</b> Sudanese</li> <li>✦ <b>Marital Status:</b> Married with 2 Children</li> <li>✦ <b>Religion:</b> Muslim</li> <li>✦ <b>Valid Transferable Iqama</b></li> <li>✦ <b>Birth Date:</b> Feb,1973</li> <li>✦ <b>Valid driving license</b></li> </ul> <p><b><i>Living in KSA for more than 40 years.</i></b></p>