

M

MOHAMMED H ALARAFAT

PERSONAL PROFILE

Highly motivated and dedicated who Keen to achieve further professional development. As I have skills in communicating with others and learning in multiple skills. I am seeking to launch career in challenging work environment, where I will develop my managerial and technical skills.

CONTACT

Eastern Province - Saudi Arabia

mohammad.arafat@gmail.com

+966 562300054

LANGUAGES



ARABIC



ENGLISH

SKILLS

- Microsoft program
- Time Management
- Team Work
- Leadership
- Communication
- Problem Solving
- Quick learner
- Effective communication
- The art of persuasion

EDUCATION

- Secondary School certificate in natural science
- Executive Secretary Diploma (06/11/2006 to 21/11/2007)
- Certificate of "Saudi Occupational and Labor System and its Applications for Individuals" taken from Almonaseq Training Center (29/04/2006 to 14/06/2006)
- Certificate in Windows and Office from Future Horizons Developing and Training Center
- Certificate in Transocean New Hire Induction Course from Aberdeen Drilling Schools, Int.
- Certificate in HSE OJT from Transocean High Island 2 Saudi Arabia
- Certificate Roustabout OJT from Transocean High Island 2 Saudi Arabia
- Certificate AV06.2013 ,Offshore Emergency Helideck T.M. from Gulf Development Training Center

EXPERIENCE

Currents work status: Working As human resource in Al-Nafjan & Al-abad Contracting Co,
April 2014 - March 2019

Worked as Roustabout in Global Santa Fe Arabia Ltd
from Aug 2012 to Aug 2013

Worked as administration in Al-Suwaidi Industrial Services Co.
Ltd from May 2010 to July 2012

Worked in Al Abdulkarim Holding Co.
from Sep 2006 to Dec 2009 in the following positions:

- Administration Coordinator
- Accounting representative
- Sales division secretary

Worked as a sales person in Ghadeer Stationary
from May 2005 to March 2006