

Fouzi Al-Alqum

Personal Information

Nationality: Saudi

Marital status: Married

Mobile: 050 943 6219

Email: Fawziksa7@gmail.com

Address: Kingdom of Saudi Arabia, Eastern Province, Qatif

Education

Diploma | 2000 | Alalamiah Institute for Computer & Technology

Major: Computer Science/Programming Tech.

Work Experience

Worker- Diversified Line Petroleum Services - DLPS **08/2017 - Present**

- Distribution of equipment to work sites
- Fire watch

Administrative- Saudi Arabian Parsons Ltd **01/2014 - 10/2015**

- Government relations assistant
- End of service
- Vocations
- Attendance
- Office supply
- Employee's letters
- Bank mandate
- Medical insurance
- Employee files
- Business card
- Stationary
- (DHL) for Shipment
- Communicate by e-mail
- service to company cars & maintenance.
- helper of logistic department

Secretary- Arabian Jacking Enterprise for Contracting & Trading Co. **03/2008 - 01/2014**

- Writing bills, authorizations, contracts, invoices, delivery receipt of checks
- Communicate with customers
- Writing letters, creating excel sheets
- Correspondence within and outside the company

Shipping Supervisor- Al-Banawi Group Company for Carton Industry **p11/2004 - 09/2005**

- Data entry and dealing with (B Box) software
- Responsible for the quality

Training Courses

- **Walking/Working Surfaces**
- **Defensive Driving**

- **2013 Strategy Update**
- **Threat, Costs, and Laws of Data Breaches and ID Theft**
- **Device Security Basics**
- **Avoiding Inadvertent Disclosures**
- **Physical and Technical Safeguards**
- **Parsons Integrity Training**
- **ISO 14001 Overview and Implementation Strategy (MEA)**