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| MohammedAlkhater |

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 |

To participate successfully in a challenging career, which will enable me to apply my education, background and offer advancement.

# Skills

|  |  |
| --- | --- |
| * Ability to compress work.
* Ability to gain experience.
* Able to delegate and manage a wide variety of skillets.
* Able to use listening techniques and nonverbal strategies to improve conversations.
* Knowledge of first aid methods and techniques.
* Ability to work on own initiative.
* Superb report writing skills.
 | * Able to work in any kind of conditions.
* Strong computer skills.
* Excellent communication and presentation skills.
* Fast typing.
* Knowledge of good safety practices.
* Ability to maintain effective work relationships with people from all social backgrounds.
* Logistics services.
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# Experience

### 15/12/2013 –15/05/2014

## Deputy Director Assistant/Howra Aljazeera Est. for Commercial and Logistical services

Prepare all program goals and objectives and evaluate progress and effectiveness of all staff and provide support to all its members to achieve all project deliverables within required timeframe and prepare all work plans and grant deliverables as per requirement.

### 10/01/2015 –21/10/2016

## Admin/Musfer Almahjari Logistic & Transportation Office

Skilled in planning and organizing with the ability to complete tasks in deadlines. An independent worker who successfully meets the challenges of a fast-paced environment providing data entry and administrative support to a large department. Sound knowledge of database management tools and data entry technologies.

### 01/11/2016 –14/02/2019

## Safety Officer/Khalid Abdullah Al Nabood& partner contracting Co

In charge of inspecting site conditions to determine if hazards are present and to establish procedures and policies to overcome those hazardous situations. Looking for broken equipment, defective tools, and other potential hazards, focusing on worker safety.

14/02/2019 –

Public Relations Officer & Admin/ Tecon Limited, A member of Albatha Engineering Group

Coordinating the sales team by managing schedules, filing important documents and communicating relevant information. Ensuring the adequacy of sales-related equipment or material. Responding to complaints from customers and give after-sales support when requested.

# Education

### 2012-2013

## Operator Diploma/Saudi Aramco Training Centers

* Completed diploma at **Saudi Aramco Training Centers.**

### 2011-2012

## High School/Alkhut High School

* Completed General Secondary school with grade 83.27 %. In the Natural Science Section.

### 2005-2010

## High School/Reservoir District Secondary College

* **Grade 6 – Grade 10** (2005-2010) in Australia.

# Safety & health Certifications

* **Safety Boot Camp course – INTIAL - Aramco**
* **Safety and Heath Portfolio course – Aramco**
* **Occupational Safety and Health Specialist (OSHA Academy) – American Association (AAOSH)**
* **Introduction to Safety Management - American Association (AAOSH)**
* **Hazard Communication Program – American Association (AAOSH)**
* **Personal Protective Equipment – American Association (AAOSH)**
* **Energy Control Program -LO/TO – American Association (AAOSH)**
* **Introduction to Ergonomic – American Association (AAOSH)**
* **Fall Protection Program – American Association (AAOSH)**
* **Electrical Safety For Technicians & Supervisors – American Association (AAOSH)**
* **Emergency Action Plan - American Association (AAOSH)**

# Other Certifications

* Completed **Customs Work for Customs Brokers** course from Saudi Customs Training Institute at Saudi Customs certifies for the duration of two weeks dated 26/1/2014.
* Successfully completed **Level 9 of**

**The Language Company Intensive English Program at TLC South bend, Indiana U.S.A.** on 25/11/2014.

# Software Skills

* Microsoft Excel.
* Microsoft Power Point.
* Microsoft Word Office.

# Language

* Arabic (Native)
* English (Fluent)