

# Majdi Ali Mohamed

Mobile +966 594211280

Mobile +966 549964246 – +966 592840027

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

<p>Feb 2020 till Present.</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 the prince houses.</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>July 2014 - Sep 2019</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>  <b>5- University schedules coordinator &amp; Technical support for the student information system (SIS)</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>Oct 2011 - June 2014</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 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.

Aug - 2021

	<ul style="list-style-type: none"> <li>- Helping &amp; guiding Students for solving their academic problems.</li> <li>- Coordinating with head of IT department &amp; prepare Schedules for each semester.</li> <li>- Coordinating with finance department &amp; prepare the payments of part time tutors at the end of Semester.</li> <li>- A member of examination committee &amp; in charge of archiving dep.</li> </ul>
<p><b>Sep 2004 – Feb 2005</b></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><b>Aug 2001 – Aug 2004</b></p>	<p><b>Project Coordinator, Computer Technician &amp; Translator in (GID) Ministry of interior – Dammam – (Rokn Al-Bara'ah)</b></p> <ul style="list-style-type: none"> <li>- Writing &amp; 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.</li> <li>- Responsible for the company branch in Dammam.</li> </ul>
<p><b>Nov 1999 – July 2001</b></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>

