

# MOHAMMED SHWEEHEN

INTERNATIONAL BUSINESS



## PROFILE

I am looking for a job in which I can make all my information and experience in all honesty and sincerity and put it within the reach of the beneficiary of the service, and I will develop my capabilities and skills by taking advantage of my experience and expertise and keep abreast of scientific and practical developments in my field, and I try to enhance the work of the organization in which I work where better and leave Positive impact on an effective level.

+966566793957

Mohammedshweehen-7@hotmail.com

Qatif, Eastren Province, Saudi Arabia

<https://harri.com//Mohammed-Shweehen#.YrAgLuJnWDU>

## SKILLS

- Software
- Microsoft Office
- Teamwork
- Project Management
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication

## EXPERIENCE

### PROJECT ADMIN

EFS

2021 - Present

- Preparing PO PR in JD, MRF, MEP, and HVCD materials.
- Responsible for the timesheets, petty cash, Cash OT Acknowledgement, annul
- leaves
- Following with suppliers until the goods are received.
- distribute OT cash and food allowances
- Submitting orders on JD

### DATA ENTRY

Azmil

2011 - 2013

- Entering customer and account data from source documents within time
- limits.
- Compiling, verifying the accuracy, and sorting information to prepare source
- data for computer entry

### SALES AND MARKETING EXECUTIVE

RIC

3 Monthes

- Coordinate orders and update them with the Sales department.
- submit an order through the system.
- Follow up with customers and create MRF.

## EDUCATION

### BACHELOR OF INTERNATIONAL BUSINESS

Queensland University of Technology

2016 - 2020

### DIPLOMA OF TECHNICAL SUPPORT

Qatif Technical College

2009 - 2011