



# Mohammed Ali Shweehen

## 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 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.

## PERSONAL INFORMATION:

### PHONE:

+966 56 679 3957

### E-MAIL:

Mod7041@hotmail.com

### ADDRESS:

Unit No. 2, 6769,  
Al-Qatif, Saudi Arabia

### NATIONALITY:

Saudi

### DATE OF BIRTH:

19<sup>th</sup> November 1986

## LANGUAGES:

English (Reading, writing, speaking)



Arabic (Reading, writing, speaking)



## EDUCATION

2019 - 2020

**Bachelor of International Business.**

Queensland University of Technology

2015 - 2018

**Bachelor of International Business and Management**

Seneca Collage (Not Completed).

**Diploma of Computer support**

Qatif College of Technology

2009-2011

## WORK EXPERIENCE:

**Period: 2011 - 2013**

**Company: Azmeel Company**

**Position: Data Entry**

### Responsibilities:

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies, correcting any incompatibilities and checking output

**Period: 2010 - 2011**

**Company: Jubail Commercial port**

**Position: Team Collaboration (IT Technical Support)**

### Responsibilities:

- Install and configure computer hardware operating systems and applications.
- Monitor and maintain computer systems and networks.
- Talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues.
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults.

## CERTIFICATES:

- ❖ **Pre-business certification** from Seneca College in Canada
- ❖ **ICLT International Certificate in Logistic and Transport** (In Progress)
- ❖ **Misk interview skills** with distinction from fullbrige-2018
- ❖ **SQL fundamental course** from SoloLearn-2018
- ❖ **Supply chain Management** from Coursera-2018
- ❖ Certificate of **English language** from Seneca college in Canada 2015
- ❖ Certificate of **English language** from Ilac International Language Academy of Canada -2014

## SKILLS:

- **Software:** Knowledge in using AutoCAD and Microsoft Office such as (Word, PowerPoint, Outlook and Excel) Also Expert in using Email and internet and interested in learning any other program as well.
- **Team work:** using skills as an individual or as a member of a team.
- **Problem solving:** being system practitioner in solving problem and analysis the issues has become.
- **Personal skills:** Critical Thinking, Communication Skills, Project Management and Desire and ease to learn new information and skills.