

# Ali Alsaihati

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Saihat, Eastern Province

## Summary

Equipped with a results-driven, entrepreneurial mindset improve the development the work environment with Technology. Bachelor of Business Administration (BBA) in Computer information system and minor general Business. Experience +3 in serval position Like Information Technology Loving to learn and achievements that makes different. Eager to join a reputable organization in the capacity of Management, HR, and IT.

## Education

### Business of Administration, Computer information System

Western Michigan University • Kalamazoo, Michigan

Graduated  
04/2019

### Minor General Business

## Employment History

### IT Coordinator

FTG Logistics LLC • Dammam, Eastern Province

06/2021 - Present

- Technician, Network
- Fingerprint, and door acees
- Fix probloms and organize cagle and wire
- Screen and projector for presentations
- Organize and arrange audio and video. Dahua, Avigilon.
- Surveillance systems and cameras like DVR, NVR, Switch and routers
- Purchase IT staff and equipment.

### ICT Technician

Saipem Taqa Al-Rushaid Fabricators Company Ltd (STAR) • Dammam, Eastern Province

07/2020 - 05/2021

- Install computer and programs
- Install projector and Screen, Microphone and audio and video systems.
- Microsoft office.
- organize Communication
- Surveillance systems and cameras, such as Hikvision, and Mobtix IP.

### Administrative assistant

Alhasamih Factory Fibreglass • Dammam, Eastern Province

Prepare quarterly budget reports, consistently submitting prior to specified deadline

Plan, coordinate, and finalize details for travel arrangements and business development events

### Personnel Officer, HR

Mastoura Contracting Company Ltd

Several administrative and office positions to coordinate work, transport, and workers affairs

## **Training and certification**

**Manage human resources, Coursera 12/2020**

**Training certificate Dar A IRiyadh 6/2007 to 1/2008**

**Time Management & Stress Management Central Michigan University 4/2015**

**Future Way Program & The way forward for career preparation MISK 2020**

**Membership of Saudi council of Engineers, ID 766446**

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## **Professional Skills**

- Customer Service
- Computer knowledge
- Training
- IT Experience
- Microsoft office
- Scheduling
- Human Resources
- Installation

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## **Languages**

- English
- Arabic