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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

Practical Experiences

<p>Feb 2020 till Present.</p>  	<p>Private Office Manager – HRH Prince Mansour bin Talal bin Abdul-Aziz Al-Saud</p> <ul style="list-style-type: none"> - Taking care of all administrative works in the private office - Arrangement & Meeting visitors of the Prince - Arrangements of Parties & Events of the Prince - Preparing and following up travel tickets for the Prince and his family. - Responsible for the expenses of the Prince's home and the Private office - Responsible for maintaining the Prince's cars and following up on renewal of vehicles registration and insurance - Responsible for maintenance works and all that is needed in the house of the Prince - Following up the renewal of the prince's private employment residency & follow-up of their work contracts and annual leave
<p>July 2014 - Sep 2019</p>  	<p>1- Admission & Registration Coordinator – A, R & E. Department 2- Head of Examination department 3- Assistant of Riyadh Center Director 4- Assistant of Academic Affairs Supervisor</p> <ul style="list-style-type: none"> - Advising & guiding new students for admission & registration. - Solving the student's academic problems. - Preparing the students equalizations & reflect the results into the system. - Following with H.Q in Kuwait for the expected graduates' students. - Following with H.Q for getting the original & replacement certificates. - In charge of all examination's issues.
<p>Oct 2011 - June 2014</p>  	<p>Administrative Assistant for Branch director assistant & Administrative Coordinator for Business Administration Department - Arab Open University</p> <ul style="list-style-type: none"> - Coordinates all the Business department's works & tasks for main campus in Riyadh & other regional centers (Jeddah – Hail – Dammam - Ahsa - Madinah) also dealing with other international Branches in Kuwait, Jordan, Bahrain, Egypt, Lebanon & Oman. - Students Advisor for Registering Courses. - Helping & guiding Students for solving their academic problems. - Coordinating with tutors & preparing Schedules & payments for part timers For each semester.

March 2010-Sep. 2011



Procurement & Billing Officer & Assistant to Store 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 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 PO's for connectivity for different customer with deferent 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 Registration Courses.
- Helping & guiding Students for solving their academic problems.
- Coordinating with head of IT department & prepare Schedules for each semester.
- Coordinating with finance department & prepare the payments of part time tutors at the end of Semester.
- A member of examination committee & in charge of archiving dep.

<p>Sep 2004 – Feb 2005</p>	<p>Sales Coordinator (Rokn Al- Bara'ah).</p> <ul style="list-style-type: none"> - Coordinates with the Khobar branch for selling Communication Equipment. - Preparation of Contracts & Quotations for Comm. Equip. - Follow-up with the customs clearance companies and receipt of the Company's shipments.
<p>Aug 2001 – Aug 2004</p>	<p>Computer Technician & Translator in (GID) Ministry of interior – Dammam – (Rokn Al-Bara'ah)</p> <ul style="list-style-type: none"> - Translating all Correspondence between the Company (Technical Reports) & The Ministry of Interior – Telecommunication Department. - Assistant of Project Manager for all project works. - Maintaining PCs for the Staff of the Project. - Responsible for our branch in Dammam.
<p>Nov 1999 – July 2001</p>	<p>GM Secretary & in Charge of HR - Rokn Al- Bara'ah Trading Est.</p> <ul style="list-style-type: none"> - Responsible for all Correspondence & Dealing with Customers: Government – Corporates. - Preparing all letters & necessary documents for Contracts. - Responsible for H.R in the Company. - Follow-up with the customs clearance companies and receipt of the Company's shipments.

Skills:

	<ul style="list-style-type: none"> - Maintains good relationship with the investors and contractors and carry out work and performs any tasks as may be assigned. - Contacting Customers for any issues that arise. - Contacting Government departments to check for any issues (Ministries, governmental organizations) - Good Expert level in the following Information and Communication Technology: <ul style="list-style-type: none"> <u>Applications and Programming Languages:</u> ➤ Operating systems: - All Windows versions ➤ Data Base: Access – Oracle ➤ Applications: MS-Office Application (all versions). ➤ Programming Languages: Java – C++ ➤ Full Knowledge in Configuration & Installation For all Programs.
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	<ul style="list-style-type: none"> ➤ Good knowledge of Networking, TCP/IP & Network devices Such as Hubs, Modems, Router, Switches. <p>Professional level in dealing with:</p> <ul style="list-style-type: none"> ➤ Students and trainees. ➤ Programs installations and support. ➤ Troubleshooting PCs problems.
Languages	<ul style="list-style-type: none"> ✦ Arabic: Perfect ✦ English: Very Good
Personal Information	<ul style="list-style-type: none"> ✦ Nationality: Sudanese ✦ Marital Status: Married with 2 Children ✦ Religion: Muslim ✦ Valid Transferable Iqama ✦ Birth Date: Feb,1973 ✦ Valid driving license <p><i>Living in KSA for more than 40 years.</i></p>