

Abdulhameed AlSwaidi

Email: a.swaidi@yahoo.com
Mobile: +966 50 322 9967
Nationality: Saudi

OBJECTIVE

Seeking an opportunity to reflect my work capabilities and managerial skills in an environment that promotes employee development and growth, by working with elites, for experience exchange and enhance my caliber.

PROFESSIONAL EXPERIENCE

- **Dec.2008 - (Present) King Saud bin Abdul-Aziz University for Health Science at NGH**

- **Public Relations and Media Specialist**

- Plan and execute assigned activities.

- Communicate; negotiate with the suppliers for assigned projects in accordance to government bylaws.

- Follow up on deliveries, focusing on quality and payment terms.

- Collect feedback to measure performance and enhance quality.

- **Coordinator - The President's Office**

- Address employees' queries regarding office management issues, propose solutions if applicable otherwise escalate the query to the president.

- Classify and prioritize the agendas for Deans Council and the University Council plan the timetable and take charge for preparations and coordination.

- Coach the new department staff when needed to ensure harmonized work process.

- Regular follow ups with the colleges' matters, to avoid missing deadlines.

- Liaise with the government officials and expedite transactions.

- Co-operate with HR to update and maintain office policies as necessary.

- Propose work distribution within the department staff for finalization, ease of tracking and speedy process.

- Supervise all daily office functions ensuring the organization and staff have a satisfying work environment.

- Plan and coordinate local and international meetings as needed.

- Communicates directly, and on behalf of the President, with University Council members, and others.

- **Coordinator - Vice President's Office for Development and Quality**

- Arranging meetings and communicate with the Officials.

- Receive and prioritize inquires and/or issues from departments, to be presented to the concern committee.

- Ensure quality and compliance to standards prescribed by the advisory committee.

- Preparation of performance reports and analyzes the data along with collaboration in preparation and coordination of the university's annual report.

- **Jan.2006 – Dec.2008 Royal Commission for Jubail and Yanbu (RCJY)**

- **Secretary - IT Dept.**

- Responsible for the Electronic Attendance System, to extract the daily report.

- Analyze attendance data.

- Generate department requested reports.

- Coordinate with the contractors for attendance and dismissal.

- Other department secretarial duties.

■ **Jan.2004 – Dec.2005 Price Sultan Cardiac Center (PSCC)**

Maintenance Supervisor Housing Dept.

Supervised the maintenance technicians and distribute workload.

Evaluate completed work and ensure satisfaction

Dispense needed spare parts from warehouse to the technicians.

Communicate with Purchasing for replenishment.

EDUCATION

- 2016 Bachelor Degree in BA – Marketing / King Abdul-Aziz University
- 2003 Diploma in Computer Operating / Institute of Public Administration

COURSES

- | | |
|--|------|
| ■ Digital Content Management | 2019 |
| ■ PMP | 2018 |
| ■ PMO | 2018 |
| ■ Excellence in Purchasing Supplier Selection & Negotiation. | 2018 |
| ■ Quality, Marketing and Management Course. | 2012 |
| ■ Work Ethics and Time Management. | 2010 |
| ■ Customer Service in Health-care Organization. | 2010 |
| ■ Effective Reports Writing. | 2010 |
| ■ ICDL Certificate. | 2008 |
| ■ E-Management. | 2007 |

ONLINE COURSES

- Google analytics (Digital Marketing)
- Change Management
- Team Building Skills
- Conflict Management in Work Environment
- Performance Management
- Computer Crimes

COMMUNICATION AND SOFT SKILLS

- | | |
|-----------------------------------|---|
| ■ Great Presentation Skills | ■ Proficient in Writing Documentations |
| ■ Writing Reports and Proposals | ■ Problem-Solving Skills |
| ■ Learn Fast and Self-improvement | ■ Ability to Handle Numerous Responsibilities |
| ■ Able to deal with Social media | ■ Working to set schedules and deadlines |
| ■ Develop ideas to improve work | ■ Identify technologies and tools in the social media for marketing opportunities |

AREAS OF EXPERTISE

- | | |
|---|---------------------------|
| ■ Graphic designing programs (Ps-Ai and Inkscape). | ■ Unix OS (Linux Ubuntu). |
| ■ Microsoft Office including Visio and MS Projects. | ■ Oracle Applications. |