

# Ibdaa for PR. CV

📍 | Riyadh, Saudi Arabia

☎ | 0549644052

✉ | \*\*\*\*\*@gmail.com

## Profile

A seasoned professional with extensive experience in general supervision and security, complemented by a strong educational background in mathematics. Possesses excellent organizational and administrative skills, with the ability to work under pressure and solve problems effectively. Consistently strives to achieve the highest levels of quality and adherence to standards and specifications. Demonstrates effective communication skills and the ability to coordinate with various teams to ensure smooth workflow.

## Objective

Seeking a dynamic work environment that allows me to leverage my experience in general supervision and security while developing new skills in different fields. Aspiring to join a professional team where I can contribute to achieving the company's goals and enhancing the quality and strategic objectives of the organization.

## Education

Bachelor of Mathematics | University of Jeddah 2023

## Experience

### General Supervisor | Al-Shamsi Contracting and Investment Company

August 2019 – November 2022

- Supervised project execution and ensured adherence to specified timelines.
- Monitored work quality and ensured compliance with standards and specifications.
- Coordinated with various teams to ensure smooth workflow.
- Prepared periodic reports and presented them to senior management.
- Resolved technical and administrative issues faced by field teams.

### Security Guard | Shalfa International Trading and Contracting Company

November 2022 – January 2023

- Monitored and secured facilities and premises.
- Implemented safety and security procedures in accordance with approved policies.
- Handled emergency situations and provided necessary support.
- Recorded and analyzed security incidents and reported them to management.
- Collaborated with other security teams to ensure a safe environment.

## Courses

- English Language
- First Aid and Secondary Aid
- Data Entry and Word Processing | 6 months
- Leadership and Leadership Development

## Core Competencies

- Planning and Organization:** Ability to create effective plans and organize resources to achieve goals efficiently.
- Project Management:** Experience in managing projects from start to finish, ensuring adherence to timelines and budgets.
- Quality Control:** Ensuring work meets required standards and specifications.
- Problem Solving:** Ability to analyze problems and provide effective and quick solutions.
- Effective Communication:** Excellent communication skills with various teams and senior management.
- Leadership:** Ability to lead and motivate teams to achieve the best results.
- Time Management:** Effectively organizing time to meet deadlines.
- Coordination:** Coordinating between different teams to ensure smooth workflow.
- Standards Compliance:** Adhering to approved policies and procedures to ensure quality and safety.
- Emergency Handling:** Ability to handle emergency situations and provide necessary support quickly and efficiently.

## Languages

- Arabic
- English