

SAEED AL-GHAMDI

Administrater

PROFILE

Training and development play an important role in the effectiveness of organization's and to the experiences of people in work. Training has implications for productivity, health and safety at work and personal development. All organization's employing people need to train and develop their staff. Most organization's are cognizant of this requirement and invest effort and other resources in training and development. Such investment can take the form of employing specialist training and development staff and paying salaries to staff undergoing training and development. Investment in training and development entails obtaining and maintaining space and equipment. It also means that operational personnel, employed in the organization's main business functions, such as production, maintenance, sales, marketing and management support, must also direct their attention and effort from time to time towards supporting training development and delivery. This means they are required to give less attention to activities that are obviously more productive in terms of the organization's main business. However, investment in training and development is generally regarded as good management practice to maintain appropriate expertise now and in the future.

EDUCATION

Alkhalej high school

Jubail industrial college
2015-2019
GPA: 2.20

WORK EXPERIENCE

(Office management and dealing with customer and use Microsoft programs and manage the office needs and sending emails.

Coop in training development department on sabic – Hadeed
14/1/2019 to 24/4/2019

Details:

1- Prepare All Training Facilities & Rooms. To Be Ready Use During

HADEED In Housing Training.

2- Send All Training confirmation (notifications) to all participant by email, include training information's & time, date,)

3- Collect all attendance sheet and evaluation from training instructor.

4- Assign employee in tow batch .for promotion exam (EPT & SHEM).

5- Prepare the assessment report and send it to my Supervisor.

6- Assign 80 Participant in SUWP & share the exam result.

Record all training in training record file.

7- Create new user account in TRACCESS for contractor.

8- Cordate and monitor sabic unified work permit training 9- Prepare their final report and send it to my supervisor.

10- I review the monthly training records and training hours

ADMISTRATER TRAINING DEVELOPMENT

CONTACT

Mobail :0509687468 / Email:
ssaaeedd7468@gmail.com

SKILLS

1. Use Microsoft programs
2. Speak English very well
3. Triaging and development for the employees
4. Commination with people
5. Hard worker
6. Fast learner
7. Analyst for devolving the people
8. Dealing with stress

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

KINGDOM OF SAUDI ARABIA
Jubail Industrial College
Registration Office



المملكة العربية السعودية
كلية الجبيل الصناعية
مكتب التسجيل

To Whom It May Concern

الى من يهمه الأمر

The Admission and Registration Office certifies that
Mr.SAEED MOHAMMED S ALGHAMDI ,
has obtained a Associate of Science Degree in
Office Management from Department of
Management and Information Technology During
his period of study in the College he was a regular
student and has shown good moral character.

يشهد قسم القبول والتسجيل بأن
السيد/ سعيد محمد سعيد العباسي الغامدي
الحاصل على الشهادة الجامعية المتوسطة في العلوم
من قسم تقنية الإدارة والمعلومات
تخصص إدارة مكاتب

كان منتظما خلال فترة دراسته وحسن السيرة والسلوك.

College Registration

Mr.Khalid Theyab Alharbi

خالد ذياب الحربي

مسجل الكلية

خالد ذياب الحربي



Date :16/05/2019

التاريخ : 1440/09/11 هـ

**COOPERATIVE TRAINING PROGRAM
COMPLETION CERTIFICATE**

Saudi Basic Industries Corporation (SABIC) certifies that the student Saaed Mohammed Al-Ghamdi , major Office Management from Jubail Industrial College has successfully completed his Coop training program in HADEED one of Sabic affiliates

During the period from: 13-01-2019 To 30-05-2019

Hesham Al-Jarba
Sr. Manager, Educational Programs, Talent
Management



وذلك خلال الفترة من 2019-01-13 إلى 2019-05-30

Issue Date: Wednesday, January 22, 2020



CERTIFICATE OF COMPLETION

Presented to **SAAED MOHAMMED AL-GHAMDI**

HADEED Management would like to express its appreciation in recognition of the successful completion of
BASIC COMMUNICATION SKILLS COURSE in March 2019.



ALI ESAM SANGOURA
Manager, Workforce Development
(Instructor)



FAHAD AL-SHEHRI
Senior Manager, WD&CI
HADEED (Saudi Iron & Steel Co.)

CERTIFICATE OF COMPLETION

Presented to **SAADED MOHAMMED AL-GHAMDI**

HADEED Management would like to express its appreciation in recognition of the successful completion of
ADVANCED COMMUNICATION SKILLS COURSE in March 2019.

A blue ink signature of Ali Esam Sangoura, written in a cursive style, positioned above a horizontal line.

ALI ESAM SANGOURA
Manager, Workforce Development
(Instructor)

A blue ink signature of Fahad Al-Shehri, written in a cursive style, positioned above a horizontal line.

FAHAD AL-SHEHRI
Senior Manager, WD&CI
HADEED (Saudi Iron & Steel Co.)