
SAIF SAEED KADEM

EMAIL : saifsaeed17@gmail.com

MOBILE :07703216136



Work History

2014 - Until now **Procurement department**

ALFAYHAA Co.

I worked in the company's Procurement department, where I was making arrangements and do in pricing materials and sent to Saipem

2011 - 2014 **Managerial**

ALRaedy Engineering Company

I worked in the company in administration to arrange Archive and Director of store

2010 **IT**

ALTayyeb Company

I worked in hardware and software and the installation of the software in the computer also led the courses in Microsoft Word

2009 – 2011 **Technical**

AL Qaisy Engineering Company

I worked in the repair and installation of network devices as well as office work

2003 – 2008 **Manager**

Internet centre

I worked at the center in the installation of network devices for number homes

Education

2014

B.Sc.

Shat ALarab university College

Computer Sciences

Skills

- Administration
- Warehouse Management
- Security
- Safety and fire-fighting
- Installation of Networks.
- Internet Skills and E-mails
- Microsoft Office (Word, Excel, PowerPoint)
- I have sufficient experience in working at procurement department

Personal Skills

I believe that a successful professional can be judged based on the following personal qualities. According to my technical boss, instructors and colleagues, I got most of them. However, there is a room for improvement.

- Leadership & moderation
- Problem solving and cognitive thinking
- Honesty & integrity
- Maturity, stability, adaptability
- Team work & interpersonal communication
- Focus on career development
- Good conduct
- Tidiness & punctuality
- Decision Maker
- Desirous of learning and creation