

# AHMAD TARIQ MAGHRABI

**Email:** ahmadtm32@gmail.com **Mobile Number:** 0561250145 **Nationality:** Saudi

Seeking to apply my acquired experiences and skills within a competitive work environment that enhances my ability to progress, increases my creative skills and fulfills my passion to gain new experiences and skills.

## EXPERIENCE

**2024/05 – 2024 /07**

### **DATA ENTRY**

MINISTRY OF HAJJ AND UMRAH

FILLING AND ORGANIZING THE COMPANY'S DATABASES IN AN ORGANIZED MANNER.

**2023/05 – 2024/ 05**

### **Field Observer**

General Presidency of the Grand Mosque and the Prophet's Mosque

Responsible for providing technical oversight for the rehabilitation of targeted health facilities, daily monitoring of health workers to ensure adherence to technical guidelines, and assisting in coordination meetings and awareness sessions in the community-level.

**2022/10 – 2023/05**

### **Project Manager**

Al Mujazah Investment Holding Company

General supervision of project activities and programs in it, follow-up of the development of project implementation plans, monitoring the progress of work in it, setting and tracking its budgets and procedures, determining its costs and sources of funding, and following up on implementation processes to ensure their completion and achievement of the objectives set

**2021/10 – 2022/05**

### **Safety And Security Officer**

Full knowledge of the building concerned in all respects, ensuring the validity of the building's fire equipment and rescue tools, and securing sites that have a defect in the system for the safety of those present.

## QUALIFICATION

**2021**

### **Bachelor of Social Work**

UMM AL-QURA UNIVERSITY

## COURSES

- OSHA
- Public Relations Department
- Report Writing and Administrative Letters
- National Protection Officer
- Smart Management and Job Development
- Personnel Management and Administrative Development

## SKILLS

- Ability to solve problems and organize team management.
- Communication skills
- Careful attention to detail
- English
- Microsoft Office
- Good organizational skills
- Data Entry

