

Holds a Bachelor of English Language and has about 6 years experience working in document control.

PERSONAL DATA

Nationality : Saudi Arabia
Gender : Male
Marital Status : Married
Residence : Riyadh, KSA

EDUCATION

: Bachelor of English Language, University of Bisha Alnamas – KSA, 2016

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: IELTS at an overall Score of 7.0 (Jun. 2020).
: Level 4 intermediate English Language Acquisition Program New America College -Denver, USA (Mar. 2017 – Mar. 2018).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2022 till now
Employer : ITALCONSULT SpA – KSA
Job title : Document Controller
Job Description :

- Responsible for all Documentation & Filing.
- Coordination to QA/QC Manager for developing Quality Management System /Quality Plan for the entire project.
- Prepare monthly and weekly meeting agenda in accordance with QA/QC Manager.
- Keeping the record and provision of all necessary resources to be used in office work.
- Act as a link for the transformation of necessary information between the QA/QC manager and other staff.

- Preparing IR's, MIR's, CPIR'S, RFT, FDT.