

Moqbel A. Al Omais

Project Assistant

project assistant with 7 years of experience for attendance and Departure system and a proven track record of managing the complete project lifecycle with confidence to deliver on time, within budget, agreed quality specifications and approved standard governance/quality, very good experience in procurement and commercial activities and standards. Recognized as an influential assistant who can direct multiple teams and manage stakeholder expectations.

📞 0558884478

📍 Riyadh- Mansoura District

🌐 Yemeni (Son of a citizen)

🌐 <http://linkedin.com/in/moqbel-alomaisi-352082234>
✉ alomaisimoqbel@gmail.com

EDUCATION

Imam Muhammad Bin Saud Islamic University

Bachelor of Business Administration, 2020.

WORK EXPERIENCE

Work in the PG Company for Information Technology as a project assistant from May 2022 to July 2022

Technical support officer

Work with a company contracting with the Ministry of Finance Jan, 2015 – Apr 2022

- Manage the attendance and departure system and following up on employees' fingerprint access to the system.
- Monitor the work of the fingerprint devices to ensure that they are performing as expected.
- Resolve all of the issues that employees are experiencing with their fingerprints being accepted in the devices or from the application.
- Update the fingerprint application monthly.
- Prepare monthly reports on the work completed.

SKILLS

Project Planning

Project Monitoring

Project Management

Process Improvement

Spreadsheets

RFP Planning

Sales Officer

Work in Dar Al Hilal Offset Printing Press

Jul 2008 – Jan 2015

- All sales-related activities, including greeting customers and ensuring that their work is completed in a professional and timely manner.
- Making agreements and contracts with customers, as well as reaching an agreement with them on the dates for which goods will be delivered.
- Follow up on any and all products and services that have been advertised in the press.
- Reached out to and made deals with new customers.

LANGUAGES

Arabic- Native Language

English- Good

Central officer

Working with a company contracting with Samba Financial Group

Sep 2007 – Mar 2008

- Receiving customer calls and transferring them to the appropriate department in order to fulfill their request.
- Solve customer service issues in a smooth and efficient manner.

CERTIFICATES

English language course for 3 months (Arab Open University), 2007.

ITIL in infrastructure library (Alkhaleej Training & Education), 2017.

PMP Certified Project Management (Ejabi company, in Dubai), 2018.

Work with a company contracting with the Capital Market Authority in the Administrative Communications Center.

May 2005 – Sep 2007

- Prepare official letters for export and send them to the appropriate person using the Fedex Delivery Company as a service.
- Receiving, recording, and directing incoming mail, transactions, and circulars.