



Ahmad Mohamad Rabea Abdu

English Teacher, Translator, Office Manager

K.S.A - Riyadh

Riyadh, Saudi Arabia

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Career Objective

Seeking new challenges in English Teaching which effectively utilize my Educational experience and my English language. Also to obtain a position in a relevant organization using my administrative and programming skills.

Personal Information

Birth Date:	17 November 1981
Gender:	Male
Nationality:	Egypt
Visa Status:	Residency Visa (Non-Transferable)
Residence Location:	Riyadh, Saudi Arabia
Marital Status:	Married
Number of Dependants:	2
Driving License:	Saudi Arabia

Professional Experience

October 2003 - Present:

Translator -Office Management - Executive Secretary - Puplic Relations Officer

Al Fahd Company for Trading, Industry & Contracting
Riyadh, Saudi Arabia

Company Industry: Engineering

Job Role: Administration

- Translating letters, faxes...etc. from English to Arabic and vice versa. (Wadi Hanifah Project)
- Drafting/writing technical letters (Arabic & English) for the Manager. (Wadi Hanifah Project)
- Maintaining and keeping records of incoming/outgoing correspondences & other submittals to Consultants. (Wadi Hanifah Project)
- Preparing Photo Presentations of Project Monthly Progress Report using MS PowerPoint. (Wadi Hanifah Project)
- Typing Lab. Monthly Reports & Preparing all kinds of technical forms & submittals. (Wadi Hanifah Project)
- Preparing salary slips for all staff. (Wadi Hanifah Project)
- Reserving Airlines' Tickets for employees & labors (Acc. Dep.).
- Follow Saudi Aramco orders of asphalt, diesel & gasoline. (Al Fahd Center for Equipment & Vechicle Maintenance)
- Distribute the quota of asphalt to all projects.(Al Fahd Center for Equipment & Vechicle Maintenance)
- Supervise cargo transportation of asphalt, diesel & gasoline to all projects, crushers & concrete mixers. (Al Fahd Center for Equipment & Vechicle Maintenance)
- Prepare salary slips for all the staff in the center. (Al Fahd Center for Equipment & Vechicle Maintenance)
- Expedite purchase orders by identifying and resolving vendor or shipment problems. (Purchasing Dep.)
- Maintain operating files of departmental information and prepare related reports. (Purchasing Dep.)
- Research product market information relating to materials, equipment and supply purchases and monitor delivery schedules to insure material arrived on time. (Purchasing Dep.)
- Coordinate with other departments throughout the company regarding purchasing projects and potential bids (Purchasing Dep.)

September 2003 - Present:

Teacher

Private Tutor
Riyadh, Saudi Arabia

Company Industry: Education, Training, and Library

Job Role: Education/Training

During my stay in Saudi Arabia, I work as a part-time teacher & translator. I've been working since 2003 to present, teaching many kinds of school curriculums of English subject as:

- 1- Macmillan/McGraw-Hill [Language Art, Reading, Spelling, Comprehension], Grades 1-6 (International Schools).
- 2- Time for English, Grades 1-3 (Private Elementary Saudi Schools).
- 3- Time for English, Grades 4-6 (Private Intermediate Saudi Schools).
- 4- Side by Side, Grades 1-2 (Private Intermediate Saudi Schools).
- 5- English Subject, Grades 1-3 (Public Intermediate Saudi Schools)
- 6- English Subject, Grades 1-3 (Public Secondary Saudi Schools)
- 7- HEADWAY (Elder People)

September 2002 - July 2003:

Teaching

Private Tutor
Egypt

Company Industry: Education, Training, and Library

Job Role: Education/Training

Private Tuotor; teach English subjects to all grades in Egyptian Elementary, Intermediate and Secondary Public Schools.

Education

May 2005:	International British Institute (IBI) , Mansoura, Egypt Certification/diploma, [Photoshop+Access] Awarded a certificate in Photoshop+Access with grade Excellent
July 2003:	Mansoura University (Scientific Computer Center) , Mansoura, Egypt Certification/diploma, Windows + MS Office Awarded certificates in Windows, MS Office (Word & Excel) with grades (good & very good)
September 2002:	Mansoura University, Faculty of Arts , Mansoura, Egypt Bachelor's degree/higher diploma, English Awarded a certificate in English Language (4 Years) with grade pass

Career Level

Career Level:	Mid Career
Notice Period to Work:	3 months or less

Target Job

Target Job Location:	UAE; Egypt; Saudi Arabia
Target Industry:	Education, Training, and Library; Human Resources; Airlines; Public Relations; Secretarial; Travel; Translation
Employment Type:	Employee
Employment Status:	Full time
Minimum Monthly Salary:	US\$2,000

Skills

Skill	Skill Level	Years of Experience	Last Used
English Language	Expert	More than 5 years	1 month or less
Photoshop Program	Beginner	1 year or less	More than 1 year
MS Word, Excel, Access, Power Point	Expert	More than 5 years	1 month or less

Languages

Language	Skill Level	Years of Experience	Last Used
Arabic	Expert	More than 10 years	1 month or less
English	Expert	More than 5 years	1 month or less
French	Beginner	1 year or less	More than 1 year

References

Name	Job Title	Phone Number	Email Address
Mr. Ahmed Meraiwed Al Fahd Co. For Trading, Contracting & Industry	Financial Manager	+966.0506197902	aki-mreywed@hotmail.com