

MOHAMMED ALHABIB

Training and Development Manager / Lecturer and trainer

966-58-194-1005 · malhabibcv@gmail.com · Riyadh

SUMMARY

I am an experienced Training and development officer with a strong technical background, Human resources management and great communication skills. I am able to work on multiple projects at the same time. I have been working as a certified professional trainer and lecturer at King Saud University since 2016. And supervised a number of training and academic projects at the university.

EXPERIENCE

King Saud University

Riyadh

University Medical City

2023- Ongoing

- Development Officer.
 - Work with departments and units to manage training plans and study the training needs.
 - An initiative to launch annual training programs for employees of the Medical City through the Deanship of Skills Development.
 - An initiative to partner with Prince Sultan College for Medical Services to conduct an annual training program for KSUMC staff.
 - Develop work plans and procedures in coordination with internal and external stakeholders.
 - Assisting units and sections in preparing statistics and periodic reports.
 - Work with units and departments to set annual goals.

Alumni Center

2023- Ongoing

- Career Counselor.
 - Conduct individual sessions to help alumni make an informed career decision.
 - Assist and guide alumni through occupational exploration and the career decision-making process.
 - Guiding graduates regarding the training needs according to the professional path and specialization.
 - Providing advice to graduates regarding professional certificates.

King Abdullah Institute, Training Center

2016- 2023

- Collaborating trainer for three years (2016-2019).
- Supervisor of training for students of the College of Communication and Information (2017-2019).
- Supervisor of training for community college students (2018-2019).
- Supervisor of training the beneficiaries of the Ensan Charitable Association for the care of orphans for two years (2019-2020).
- Designing an automated system for calculating financial claims for training diplomas.
- Contribute to raising the acceptance rate for training diplomas by 300%.
- Coordinator of the Deanship of Development and Quality.
- Contribute to reducing the complaints to zero.
- Supervisor of the digital portal and the news portal.
- Supervisor of Public Relations and Media.
- Member of the Student Affairs Committee.
- Deputy Superintendent of Administrative Affairs.
- Deputy Supervisor of the Distance Education Unit.

Collage of Tourism and Archeology

2012- 2016

- Supervising and implementing training courses with the relevant parties.
- Member of the Administrative System Development Committee.
- Supervising training courses for faculty members.
- Achievement team member.
- Coordinating with the Deanship of Electronic Transactions regarding training courses.
- Supervisor of the digital portal and the news portal.
- Member of the Electronic Transactions Committee.

Telal Catering and Supply Est

Riyadh

Director of the Human Resources Department

2011- 2012

EDUCATION

King Saud University

Riyadh

Higher Diploma in Governance and internal audit

2022-2023

King Saud University

Riyadh

Master of Public Administration

2020-2022

Imam Muhammad bin Saud University

Riyadh

Bachelor of Business Administration

2014-2018

Direct English Institute

Riyadh

English language **Diploma**

2008-2009

New Horizons Institute

Riyadh

Computer Science **Diploma**

2006-2008

MEMBERSHIP AND PARTICIPATION

Quality Ambassador – Saudi Standards, Metrology and Quality Organization, 2023

Field Researcher – King Abdulaziz Center for National Dialogue, 2021-2023

Certified Trainer – Technical and Vocational Training Corporation, 2021

Academic advisor – The Ministry of Human Resources and Ensan Association

COURSES AND CERTIFICATES

GRC professional (GRCP, GRCA and IPMP) – OCEG, 2023

Cyber Security Diploma –King Saud University, 2022

Strategic Planning Foundations –PMI, 2022

The basics of KPIs –Institute of Public Administration, 2022

Identification of training needs –Institute of Public Administration, 2020

Preparing the trainers –Institute of Public Administration, 2019

Performance management and organizational change – Institute of Public Administration, 2019

Administrative supervision – Institute of Public Administration, 2019

An internal auditor qualification program for quality systems in accordance with international standards (ISO) – King Saud University, 2019

Training teachers to author accessible content – Institute of Public Administration, 2018

Microsoft innovative educator – Microsoft, 2018

Certified professional trainer preparation program – Supportive Thinking Center - Ministry of Education, 2018

Cambridge advanced IT Skills Certification –Cambridge, 2015

Cisco IT Essentials –Cisco, 2015

Change management course –KSU, 2015

Microsoft Support Specialist Diploma –Microsoft, 2008

LETTERS OF THANKS

A letter of thanks and appreciation as a member of the achievement team – Dean of the Faculty of Tourism and Antiquities

A letter of thanks and appreciation for supervising the cooperative training for community college students – Training center director

A letter of thanks for supervising the cooperative training for Communication and Information college students – Training center director

A letter of thanks and appreciation for the distinguished participation in the training – Training center director

SKILLS

Business: Project Management • Stakeholder Management • Procedure Governance • Problem-solving • Leadership and Communication

Technology: Power BI • UX/UI • Excel • Troubleshooting • Google Analytics • MS Office • web • SEO • social media • Photoshop • InDesign