

## **Bandar Ahmad Alsawat**

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### **Career goal:**

Strategic and innovative HR, Admin and Executive who translates business vision to improve performance, profitability, growth and employee engagement. Empowering leadership who supports organization and top executives with a unique perspective and appreciation that human capital is every organizations' greatest asset. Genuine influence who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

to work in an environment that supports the work of evolving thinking out of the box to achieve the objectives of the organization and Apply effective resource practices.

### **Qualifications**

- ❖ Certified Trainer (GATD)
- ❖ Diploma of Human Resources
- ❖ Bachelor of Business Administration - the planning and organization of human resources King Abdulaziz University in Jeddah.
- ❖ Diploma qualification preparation of Mechanical Engineering - Arab Academy for Science, Technology and MaritimeTransport – Alexandria.
- ❖ Diploma Mechanics of Machines - Secondary Industrial Institute in Taif.

### **Experience**

- ❖ **Larsen & Toubro Arabia Company – Tabuk – Yanbu - Dammam**  
HR Site Manager - Deputy Director of Project Coordination  
From 27/09/2014 Until now
- ❖ **Tabuk Agricultural Development - Tabuk**  
Recruitment and Training Manager  
From 08/24/2013 to 27/09/2014
- ❖ **Tabuk Cement Company - Duba**  
Head of Support Services  
From 18/09/2007 to 22/08/2013
- ❖ **Tabuk Agricultural Development - Tabuk**  
Head of Human Resource Development  
From 07/2007 to 14/09/2007
- ❖ **Tabuk Agricultural Development - Tabuk**  
Head of the Department of Administrative Services  
From 01/2007 to 07/2007
- ❖ **Tabuk Agricultural Development - Tabuk**  
Head of Security and Safety Unit  
From 02/2006 to 01/2007
- ❖ **Tabuk Agricultural Development - Tabuk**  
Supervisor administrative engineering management in addition to Director of the Office of the Chief Executive From 12/2004 to 02/2005

❖ **Moawad business - Riyadh**

Product Manager and responsible maintenance From 12/2004 to 11/2005

❖ **Bidaya Company - Jeddah**

Sales manager From 01/2002 to 03/2004

**Training**

More than 37 programs in various fields (Human Resources Practices - Management - Leadership - Finance - English - Computer - Public Relations - Safety - Quality - Internal Audit - Project Management - Operations Management)

**Skills**

- Team management
- Strategic Planning
- Cut costs
- Motivating the team.
- Time management.
- Problem Solving
- Priority management.
- Risk Management
- Preparing Operational Manual
- (MPO)
- Dealing with government portals (Qiwa, GOSI, MOL, MOF, HRDF)

**Language**

- I speak Arabic fluently
- I speak English very well

**Computer**

- Preparation programs logically
- Proficiency in software for Windows and Microsoft Office
- Familiar with the principles and basics of AutoCAD software
- Dealing with the World Wide Web and e-mail
- The average level in the programming language of the Internet pages php
- Web Site Management

**Other Information**

- Member of the continued development Committee (Tabuk Cement Company)
- Member of the Emergency Committee (Tabuk Cement Company)
- Member of the media committee, cultural and organizing celebrations and events Tabuk Agricultural company

## My life with training

No	Program title	Practice Center	Date
1	Operations Management	monshaat Academy	2021
2	From idea to Entrepreneurship	monshaat Academy	2021
3	Project risk management	monshaat Academy	2021
4	E-commerce supply chains	monshaat Academy	2021
5	Quality Management	Riyadah Institute	2021
6	Basics of personality styles (DISC)	almmadinah growth	2020
7	community health volunteering	Ministry of Health	2020
8	Mental fitness and change protocols	chamber of Commerce	2018
9	Accounting for non-accountants	chamber of Commerce	2018
10	personality types analysis	chamber of Commerce	2018
11	Solar energy - the energy of the future	chamber of Commerce	2018
12	Creativity in Leadership	chamber of Commerce	2018
13	Certified Trainer	GATD	2016
14	Replacement and succession strategies in organizations	AME	2015
15	Professional project management	FGCC Chambers	2014
16	Development of a Level 2 HR Officer 50 hours	Tabouk university	2013
17	Development of a Level 1 HR Officer 50 hours	Tabouk university	2013
18	Anger management strategies	Saudi HRD	2013
19	Diplomacy of persuasion and team building	Saudi HRD	2012
20	Effective regulation and simplification of procedures, delegation and empowerment	Saudi HRD	2011
21	Time management strategies	Akadimk Training	2011
22	Principles and foundations of public relations	Akadimk Training	2011
23	Performance development strategies	Akadimk Training	2011
24	Total Quality Management	Akadimk Training	2011
25	Selection and recruitment	Akadimk Training	2011
26	Preparation of feasibility studies	Akadimk Training	2011
27	Job Analysis	Akadimk Training	2011
28	Measuring and evaluating the performance	Akadimk Training	2011
29	Effective Negotiation Skills	Akadimk Training	2011
30	Human Resource Management	Akadimk Training	2011
31	Risk Management	Akadimk Training	2010
32	Handwritten character analysis	Leading Center	2010
33	English language, first level of Direct English 8	Direct English	2010
34	occupational safety	Zahid Group & TCC	2010
35	Internal references for ISO 9001:2000 ý Internal quality auditing	FAHSS/TUV	2009
36	First Aid Basics	TCC	2009
37	Internal Auditor Version ISO 9001:2000 ý ISO 9001 Awareness	FAHSS/TUV	2008