



# Abdullah Saleh Nasser Al-Moreb

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## Education

- Diploma Human Resources Management Professional
- Computer Courses in Microsoft Office Suite

## Career Objective

- Seeking a challenging position with strong growth perspective thereby utilizing and enhancing my skills and education

## Professional Experience

January 2002 – Now

STC (Saudi Telecommunication Company) through different contracts :  
Al Harbi Co., AlMasdar Co., INE, Al Jeraisy and IST

I worked for:

- Business Support Department (BSS)
- Contact Centers Systems Department (Call Center)
- Coordinator of 19 Districts under IT Services Support Department
- Remedy System ( STC Ticketing system)

## Training

- STC PMP Methodology And Tool
- Senior Human Resources Professional
- Skills Manager Human Resources Management
- Integrated Skills in HRM Program
- Modern Trends in HRM Program
- Identify training needs and coordinate the Training
- New Saudi Labor Law
- Abilities Secret of your successfully
- Professional Certified Trainer (PCT) Practitioner

## Responsibilities

- Preparation of MS power point presentations and MS Excel sheets
- Department administrative support.
- Inter departmental coordination and communication with 19 Districts.
- Coordinate 19 Districts throughout Kingdom for Preventive Maintenance
- Prepare Daily, weekly and monthly reports for all 19 Districts throughout Kingdom
- Responsible for Department STC store to issue spare parts to VIP users and maintain inventory.
- Quality control for Departmental tickets, Exceeded SLA tickets, Dissatisfied tickets, IT policy tickets

- Prepare daily, weekly, monthly VIP performance report to High management.
- Prepare 9xx and CSO performance of 19 districts throughout the Kingdom.
- Prepare Engineers performance report for STC and Sub contractor's Engineers.
- Maintaining STC and sub contractor's employee details of IT DC Services & IT Operations GM department.

#### **Skills**

- Proficient in the use of MS Office Suite including MS Word, MS Excel, PowerPoint, MS Access, and MS Outlook and power point Designer presentation
- Excellent communication skills in English and Arabic.
- Language Skills:
  - Arabic – Excellent
  - English – Good.

#### **Personal**

**Nationality :** Saudi  
**Birthday :** 21/05/1392 H  
**Marital Status :** Married  
**Interests :** Reading, Exercise