

Ibrahim ALMuhanna

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Location: Riyadh

Nationality: Saudi

CURRICULUM VITAE

WORK EXPERIENCE

Saudi Red Creacent Authority (GRC Administration)

Administrative specialist

May 16 to date

- International relations.
- GRC Officer.
- Awareness.
- Project management
- Project Supervision
- Internal communication.
- Stakeholders Coordination.
- Event supervision.

Achievements:

- Successfully invented with group the SRCA's application (Asafni).
- In charge of the administration and authority projects.
- Risk indoor training program.
- Created (The First responsive Program).
- Invented (IAS) Indoor Ambulance simulation.
- Created the idea of (Asafiat) periodic pruchure.
- Owner of (House paramedic) program.

Minstry of Education

Administrative Specialist

Sep 06 – May 16

- Project officer .
- Internal communication.
- Coordination.
- PR
- Social media
- Translation – interpretation.

Achievements:

- Successfully developed the English lanhuage syllabus.
- Coordinating ministry's Events and conferances.
- Coordinating with other stakeholders and other government sectors.
- Coodinating with NGOs and private sector.

Vinnel Arabia

Interpreter – Translator

Aug 05 – Sep 06

- Translation – Interpretation.
- Lectureing.
- Field training.

- Coordination.
- Syllabus and English manual developer.

Achievements:

- Successfully training the (SANG) Saudi Arabian national guard in both classes and fields.
- Coordinating as a link between the company and national guard head office with government sectors and other international sectors.
- Supervising the company events publically and internationally.

Core Competencies:

- Leadership
- Hard worker
- Creative
- Effective communication
- Team work
- Supervision
- Cooperation

EDUCATION:

Bachelor of English language and literature – Imam Mohammad bin Saud University - 2004

COURSES:

- 1\ English language from (the British council).
- 2\Methods of teaching English language from (Ministry of education).
- 3\Guidance for teaching from (Ministry of education).
- 4\Office application in computer from (Saudi establishment for teaching and training).
- 5\ Verbal translation from (VINNEL Company).
- 6\Verbal military translation (VINNEL Company)
- 7\Methods of teaching (General)
- 8\Exam questions course.
- 9\Military operations (VINNEL Company).
- 10\DMC (disaster management course) (Saudi Red Crescent authority).
- 11\International humanitarian law (Saudi Red Crescent authority).

Volunteering Experience:

Volunteering hours from SRCA for relief work.

Volunteer for SRCA in several events.

Volunteering hours from Prince Sultan for urgent medical services.

All references Can be Provided if Requested