



Waleed Fuad Hafiz

Admin & IT & Database Support

Job Requests

- Database SQL Developer
- Virtual Assistant
- Admin Support
- English\Arabic Translator

Work remotely global from home.

Recent Training

- Oracle SQL Certification course by Udemy online training in 3/2023
- LINQ C# Programming Language Library by Udemy online training

Registration

- Certificate from the Saudi Ministry of Human resources for freelancer in Information Technology - Oracle
- Another Certificate for a freelancer in Linguistics Editing (i.e., translation)

WORK SUMMARY

- ❖ **Master of Science in computer science from the university of Houston, clear lake USA with honors 3.5/4.0**
- ❖ **IT work experience including Admin work, lasted 20 years in different companies in Saudi Arabia.**

SKILLS

- **Admin support including MS office use**, such as word for section monthly performance reports, excel for work numbers and power point for many topics presentations, filing and archiving work papers also on PC.
- **Database such as Oracle, using SQL**, which I received hands on training at my last job.
- **Computer programming** especially C# and visual basic languages, which I used in my previous job at Ofoq Communications
- **SAP ERP Enterprise system Timekeeper**, and data entry operator for employee's information including sending the financial forms to the finance department.
- **ISO Quality assurance** external and internal audits preparations of the section including ISO documentation necessary. **Certified in ITIL Quality Standard**. I received training also in ISO and balanced score card quality standards.
- **Translation from English to Arabic**. I translated TAMKEEN project brochures for the IT IDS department. I also worked with AIMutarjem translation office, and Hammad & AIMehdar Law office as part time translator for 2 years each office.

WORK EXPERIENCE

- ❖ **I worked at the IT department in companies in Jeddah for 20 years**. The companies included Saudi Research and marketing, Ofoq Communication IT company and the Saudi Electricity Company from 1996 to 2003.
- ❖ **I joined the Saudi Arabian Airlines at the IT division from 2/2003 – 7/2016**
- **SSKD to train IT employees as an IT Instructor**. I gave courses in the Object-Oriented Design.
- **Customer service Microsoft Software Distribution** to handle distributing and Licenses of MS software to Saudi Airlines employee. I also worked as an **AHD help desk administrator** to handle the requests of Saudia employees for 2 years with customer satisfaction.
- **ITNI dept**. I joined for 1 year. Duties were to review monthly, STC and Mobily phone bills of Saudi Airlines for the phone circuits installed. I reviewed them with the **Saudi Airlines ITNI phone circuits database**. We paid on time and got discounts. on the bills from STC.
- **IDS department, General manager office**, A. Al-Saggaf. worked on **Tamkeen and IMCAN IT Projects** to upgrade the IT infrastructure inside KSA and at Saudi Airlines worldwide offices. I made the Tamkeen project financial Forms.
- **IDS OILS logistics section**.
 - I was the **ISO OILS quality assurance rep**. We passed most of the external and internal ISO audits of the department OILS for 6 years.

- I made the **IDS department quarterly Training plan** for all employees successfully for 4 consecutive years
- I was the **OILS SAP ERP Timekeeper** to record daily attendance of all employees in OILS JED, vacations, business trips, and training. I prepared the financial form in SAP (purchase orders) for all expenses, with no complains for 6 years.
- I was promoted to Grade 19 And was **the acting Manager for IDS OILS Logistics section** doing all the Manager tasks, successfully for 3 years, Until I retired on 1/7/2016

EDUCATION

- ❖ **Bachelor of science: Architectural Engineering** from the **University of Texas** – at Austin, USA graduated in 1984.
- ❖ Preparation Courses in Computer Science At the **University of Houston main campus** – USA 1986 to 1998
- I learned Data structures & Algorithms, Database with SQL, Programming languages, C language, Pascal, ADA, Fortran, and Lisp. I wrote two large coding projects of small operating system and another a Compiler in the C language using Unix OS.
- ❖ **Master of Science in Computer Science**
From the **University of Houston Clear Lake USA**, G.P.A. 3.5/4 Honors graduated in 1990 I took many advanced courses in software development and database.
- ❖ Courses in computer science **Doctorate degree at Southern Methodist University** – Dallas USA. completed all course work, but not the degree GPA 3.8/4 Honors from 1991-1994.

ACHIEVEMENTS

- **I presented a research paper** in Neural Networks, It was presented at the Energy Conference of the American Society Of Mechanical Engineers in New Orleans USA in 1994. I was attending my Doctorate studies.
- **Thank you letter** from the General Manager of IT IDS department for my work in 2009.
- **Man of the Quarter of IT IDS OILS** In the first Quarter 1434 for my work at the department.
- I made excellent status in Saudi Airlines yearly employee evaluation for **3 consecutive years** since 2013 at the IDS OILS Logistics section.