

Curriculum Vitae

Personal Information

Name: Khalid Abdullah Almrhani Al-Ghamdi. **Mobil Number:** 0506782580 **E-Mail:** almrhani@yahoo.com

Qualifications

- Master of Human Resources, Al Baha University, Faculty of Administrative and Financial Sciences, Graduation Date 2014.
- Bachelor of Accounting, King Saud University, Faculty of Economics and Administration, Graduation Date 2002.
- Diploma in English Language Specialization, Umm Al Qura University, Community College, Graduation Date 2006.
- Diploma in Programming and Database Technology, Al Baha University, College of Applied Sciences and Continuing Education, Graduation Date 8/7/2018.

Training Courses

- Course of Practice Internal Audit, The Saudi Institute of Internal Auditors, 10 Days, Started on 9/7/2017, In Jeddah.
- Course of legal disputes for employees, Institute of Public Administration, 5 Days, Started on 2/10/2016, In Jeddah.
- Sigma Course, Al Baha University, 2 Days, Started on 8/5/2016, In AL Baha.
- Government Accounting Course in Branches, Institute of Public Administration, 2 Days, Started on 2/9/2015, In Jeddah.
- Course of Materials Storage Operations, Institute of Public Administration, 3 Days, Started on 23/8/2015, In Jeddah.
- Statistical Analysis Course (Spss), Al Baha University, 3 Days, Started on 15/4/2014, In Al Baha.
- Course re-materials, Institute of Public Administration, 2 Days, Start on 25/12/2013, In Jeddah.
- Material Exchange Course, Institute of Public Administration, 2 Days, Started on 4/9/2013, In Jeddah.
- Course of arranging and processing warehouses, Institute of Public Administration, 3 Days, Started on 1/9/2013, In Jeddah.
- Government accounting Course, Saudi Organization for Certified Public Accountants, 19 Days, Started on 16/2/2013, In Jeddah.
- Accounting course, The Saudi Organization for Certified Public Accountants, 33 Days, Started on 12/11/2011, In Riyadh
- Audit Course, The Saudi Organization for Certified Public Accountants, 20 Days, Started on 8/10/2011, In Riyadh.
- Data Entry Course, Imam Muhammad Bin Saud Islamic University, 10 Days, Started on 12/10/1996, In Riyadh.
- Advanced Data Entry Course, Imam Muhammad Bin Saud Islamic University, 10 Days, Started on 26/10/1996, In Riyadh.
- Computer Printing Course, Imam Muhammad Bin Saud Islamic University, 10 Days, Started on 9/11/1996, In Riyadh.
- Apple Macintosh Course, Imam Muhammad Bin Saud Islamic University, 10 Days, Started on 17/11/1996, In Riyadh.
- English Course, Imam Muhammad Bin Saud Islamic University, 28 Days, Started on 14/10/1996, In Riyadh.

Experiences

- Researcher of Training and Scholarship, Al Baha University, from 8/2015 until now.
- Treasurer, Ministry of Social Affairs, from 10/2010, to 8/2015.
- Accountant, Ministry of Social Affairs, from 4/2007.
- Financial Accountant, King Fahd Hospital, from 11/2006.

Practical Skills

- Worked on the social security system and the personnel system.
- Worked on the system of the work ambassador and the academic ambassador.
- Worked on Outlook to browse email.

Personal Abilities

- Ability to deal with different Microsoft Windows systems and Microsoft Office Arabic and English versions.
- Ability to use the Visual Basic 6 program in database programming.
- Ability to use computational and statistical software such as Spss and Excel in data analysis, reporting and statistics.
- Ability and skill in planning administrative and fieldwork.
- Ability to lead, supervise and manage groups.
- Ability to read, write and translate in English.

Functional Roles

- Secretary of the Standing Committee for Training and Scholarship at Al Baha University.

International Center for Assessment

- English proficiency test - Computerized test - Grade (60) Equivalent TOEFL score (426) on 11/1/2016.
- Capacity Test for Undergraduate Students - Computerized Test - Grade (76) Quantitative Section Degree (76.2), Class of Verbal Section (76.6) on 1/2/2017.