

Contact

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Links

Qiwa
https://i.qiwa.sa/public/user/4ed87397-2f2c-457f-a59d-922d407bdbaa
LinkedIn
https://linkedin.com/in/%D8%B3%D8%B9%D9%8A%D8%AF-%D8%A7%D9%84-%D8%B1%D9%85%D8%B6%D8%A7%D9%86-02049a226

Skills

Artificial Intelligence — Intermediate
Human Resources Management — Intermediate
Website updates — Intermediate

Languages

Arabic Language — Fluent
Urdu Language — Advanced
English Language — Intermediate

My profile online

Scan the code to visit my profile on the university website.

SAEED ABDULLAH ABBDULSHAKOOR AL RAMADHAN

Computer Science Specialist

Graduate of Islamic University of Minnesota — Bachelor's degree, 2026

Summary

I am projects and digital platforms specialist, executive secretary, and advanced administrative organization specialist with over twenty years of experience in non-profit organizations.

I have a proven track record of developing and implementing effective governance policies and procedures. In addition, I possess extensive experience in executive management, providing administrative support to executives and senior management.

I also have expertise in digital marketing and contribute to fostering a positive and motivating work environment. I am proficient in Microsoft Office applications, Microsoft 365, e-services, and communication tools.

I am currently seeking further professional development in a stimulating and innovative work environment with a dynamic team approach.

Work Experience

Projects and Digital Platforms Specialist **2026–Present**
Positive prospects association
Preparing development project files, registering and following up on various support platforms, and linking the organization with donors.

Program and Compliance Specialist **2026–Present**
Ihsan Association for Orphans
- Preparing development project files, registering and monitoring various funding platforms, and connecting the organization with donors.
- Developing and implementing governance policies and procedures to ensure compliance with regulatory standards and achieve transparency within the organization.

Project Designer **2022–2026**
Al-Ber Charity Association in Ahad Tharban
Comprehensive project planning and management of its various stages from the initial idea to final delivery, in accordance with the donor's needs and the specified budget.

Compliance/Governance Officer "Contributor" **2017–2025**
Al-Ber Charity Association in Ahad Tharban
Monitoring and ensuring the organization's compliance with applicable internal and external rules and regulations.

Digital Marketing Specialist "Contributor" **2017–2025**
Al-Ber Charity Association in Ahad Tharban
Preparing development project files, registering and following up on various support platforms, and linking the organization with donors.

Executive Secretary **2017–2022**
Al-Ber Charity Association in Ahad Tharban
Managing office operations and supporting senior management to ensure highly efficient workflow.

Secretary 2012–2016

Cooperative Office for Da'wah, Guidance and Community Awareness - Hali

Organizing daily work, managing correspondence, and coordinating appointments to ensure efficient workflow within the organization.

Secretary 2004–2009

Cooperative Office for Da'wah, Guidance and Community Awareness in Qunfudha

Organizing daily work, managing correspondence, and coordinating appointments to ensure efficient workflow within the organization.

Education

Bachelor’s degree 2026

Islamic University of Minnesota **University verified**

Computers and Information Technology · Information Systems

Grade: **EXCELLENT**

Bachelor's Degree in Theology 2006

Dar Al-Hadith Al-Khairiya in Makkah

Certifications & Courses

Principles of Artificial Intelligence	SDAIA	**2025**
Quality Management	Al-Fozan Academy	**2023**
Executive Management	Al-Fozan Academy	**2023**
Microsoft 365	Edraak for Training and Education	**2023**
Governance Specialist	Al-Fozan Academy	**2022**
Accounting and Financial Management	Edraak for Training and Education	**2022**
Project Management	Edraak for Training and Education	**2022**
Human Resources Specialist Skills	Mnar for Training	**2021**
Digital Marketing Fundamentals	Google	**2021**
English Language	Community Service and Continuing Education Center	**2012**