



Contact

saeed20855@hotmail.com

+966 53 564 6112

Links

Qiwa

<https://i.qiwa.sa/public/user/4ed87397-2f2c-457f-a59d-922d407bdbaa>

Skills

Artificial Intelligence — Intermediate

Human Resources Management — Intermediate

Website updates — Intermediate

Languages

Arabic Language — Fluent

Urdu Language — Advanced

English Language — Beginner

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