

ABDULKAREEM ALBALAWI

HSSE Officer

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OBJECTIVE:

Seeking a distinguished position in the field of translation to apply expertise and skills in accurately and professionally translating documents, texts, evidence, films, children's books, and articles to and from English. Additionally, aiming to enhance translation skills and acquire more experience in this challenging field for personal and professional success.

EDUCATION: 2016-2023

Bachelor's Degree in English Language Translation - Taibah University, AlUla 2016-2020

Logistics and Supply Chain Management Diploma - Saudi Logistics Academy, Riyadh 2022-2023

EXPERIENCE:

Occupational Health and Safety - EIGEX Logistics Services, Riyadh (2023/9/17- Present)

- Developed policies and procedures to enhance safety and health in workplaces.
- Managed occupational risks and ensured compliance with relevant health and professional standards.
- Provided training and workshops for employees on work safety and handling hazardous materials.

Design and Management of My Electronic Service Application – Freelance, Remote (2022-Present)

- Experience in dealing with clients and safeguarding user data to ensure confidentiality of personal and financial information.
- Designed a simple, user-friendly, interactive user interface aligned with user preferences and requirements.
- Assisted in providing job opportunities for users to excel in the job market.
- Gained practical experience to develop skills and improve chances of obtaining new jobs.
- The application can display information and tips gathered from reliable sources to help users better understand their industry and improve their employment prospects.

COURSES:

- Computer Course Text Input and Processing - New Horizons Institute, Tabuk, 6 months.
- English Language Course - New Horizons Institute, Tabuk, 1 month.

ACHIEVEMENTS:

- Writer of several articles in various newspapers.
- Ambassador of Taibah University.
- Author of three Arabic books:
"Rawaaafid wa Manahil", Poetry Collection.
"I killed a wolf, but I felt its spirit", Short Novel.
"Phoenix", Short Novel.

SKILLS:

- Text and article translation.
- Art of persuasion and response.
- Swift task accomplishment.
- The ability to prioritize and manage time effectively.
- Clear and effective communication with colleagues.
- Leadership and team management.

LANGUAGES:

- Arabic (Native)
- English (Excellent)