

# Mohammed Edhah Alsaywed

IT Manager | Technical Support Lead | Network & Security Specialist  
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## Professional Summary

Results-driven IT professional with a strong background in IT management, networking, and technical support. Experienced in HR and personnel affairs, procurement, and warehouse management. Adept at optimizing business operations, implementing technology-driven solutions, and enhancing system efficiency. Proven ability to work under pressure, collaborate with teams, and adapt to dynamic environments.

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## Professional Experience

### IT Section Head

Advanced Mashreq Mining Company | Jeddah, Saudi Arabia | 2021 – Present

- Managed IT infrastructure, ensuring system security and operational efficiency.
- Developed and enforced IT policies aligning with business goals.
- Led technical teams to provide efficient support and troubleshooting.
- Optimized network performance and data security measures.

### Freelance IT Consultant

Self-Employed | Jeddah, Saudi Arabia | 2019 – 2020

- Delivered IT consulting, networking solutions, and system maintenance for businesses.
- Implemented customized IT solutions to enhance operational efficiency.
- Resolved technical issues and optimized system performance.

### IT Supervisor

United Yousef M. Naghi Co. Ltd (LG) | Jeddah, Saudi Arabia | 2016 – 2018

- Managed IT operations, software/hardware maintenance, and troubleshooting.
- Provided end-user support and training on IT systems.
- Collaborated with cross-functional teams to improve IT infrastructure.

### Secretary to the General Manager

United Asbar Company | Jeddah, Saudi Arabia | 2013 – 2015

- Provided administrative and technical support to senior management.
- Handled documentation, correspondence, and workflow optimization.
- Assisted in coordinating company-wide initiatives.

### Technical Support Trainee

Saeed Bawazir Trading Corporation (Indomie) | Jeddah, Saudi Arabia | 2012

- Assisted in troubleshooting and resolving technical issues.
  - Provided user training on IT systems and applications.
  - Gained hands-on experience in IT support operations.
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## Education

Bachelor's Degree in Information Technology

Saba University | Jeddah, Saudi Arabia

Graduation Year: 2012

- Graduation Project: Child Intelligence Development (Visual Basic .Net, SQL Server 2012)
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## Skills

### Technical Skills

IT Infrastructure & Systems Management | Networking & Security | ERP & CRM Systems | Data Analytics & Reporting | Microsoft Office Suite | Programming (Visual Basic .Net, SQL) | IT Troubleshooting & Support

### Core Skills

Time Management & Adaptability | Team Leadership & Collaboration | Effective Communication | Process Improvement & Optimization

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## Training & Certifications

- Visual Basic .Net – Millennium Institute
  - Member of the Saudi Council of Engineers: 574003
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## Languages

- Arabic: Native
- English: Proficient