

Modhi Al-Thiyab

modihsn@hotmail.com - (+966)56 763 0939 – Saudi Arabia

Objective

holding a bachelor's degree in English Language and Literature from Imam Mohammed Ibn Saud Islamic University in Riyadh, Saudi Arabia. Currently I am gaining valuable experience as a Contract Administrator, specializing in contract drafting, translation, and administration. I have a strong foundation in English and skilled at ensuring the accuracy of legal documents and maintaining contract compliance. I am committed to using my language skills and administrative abilities to support effective contract management.

Education

Bachelor in English Language and Literature | GPA: 4.12 out of 5.0

Jun - 2024

Volunteering

The Speaking Center | Al-Imam Mohammed Ibn Saud Islamic University

- College of Language and Translation | evaluating students' English skills and writing reports.

Event Management | leading teams.

2022 – 2023

Experiences

Al-Bawani Co. L.T.D | Employee – Contract Administrator

- Maintained and updated contract templates and standard clauses.
- Conducted risk assessments and provided recommendations to management.
- Supported the drafting and review of contractual documents.
- Knowledge of FIDIC, Government Tenders, and Procurement Processes.
- Perform any other task as required by the direct manager or the contract and commercial director.

Shttle's Cargo and Freight Company | Trainee - Customer service and translating contracts.

- Collaborating with others by sharing documents and working on them simultaneously using Microsoft Excel or Google Sheets.
- Designing profiles for the company's projects.
- Translating contracts and projects.

Courses

- Introduction to Human Resources Functions (**Doroob**)
- The Foundations of Human Resources Management (**Doroob**)
- Risk Management (**Doroob**)
- Human Resources Management (**40 Hours**)

Others

Soft Skills:

- Time management
- Typing and data entry
- Contract Drafting
- Risk Identification and Mitigation
- Strong Attention to Detail
- Leadership
- Teamwork
- Excellent Written and Verbal Communication

Technical Skills:

- Computer skills
- Microsoft Office skills (Word - PowerPoint - Excel)

Languages

- Arabic (native)
- English (professional)