

رسالة مقدمة

السلام عليكم ورحمة الله وبركاته،

أنا مهندس كهرباء حديث التخرج، حاصل على درجة البكالوريوس في هندسة الطاقة المتجددة، ومعتمد كمهندس كهرباء من الهيئة السعودية للمهندسين (SCE). أسعى لبدء مسيرتي المهنية في بيئة عمل احترافية أطور فيها مهاراتي وأسهم في تحقيق أهداف الجهة التي أنضم إليها.

أرفق لكم سيرتي الذاتية، وأتطلع إلى فرصة مقابلة لمناقشة كيف يمكنني أن أكون إضافة لفريقكم.

مع خالص الشكر والتقدير،

Cover Letter

Dear Hiring Manager,

I am a fresh graduate Electrical Engineer, holding a Bachelor's degree in Renewable Energy Engineering, and accredited as an Electrical Engineer by the Saudi Council of Engineers (SCE). I am eager to start my professional career in a dynamic work environment where I can further develop my skills and contribute to achieving the organization's goals.

Please find my CV attached, and I look forward to the opportunity of an interview to discuss how I can add value to your team.

Best regards,

PROFESSIONAL SUMMARY

Electrical Engineer, accredited by the Saudi Council of Engineers, holding a Bachelor's degree in Renewable Energy. Interested in electrical design, distribution boards, and occupational health and safety, with a background in using AutoCAD and Microsoft Office.

INFORMATION

- Phone: 0595648101
- Email: magid0595648101@gmail.com
- Nationality: Saudi Arabia

- Address: Riyadh & Al-Qassim
- Birth: 1999

LinkedIn link

[https://www.linkedin.com/in/maged-a-b776ba306?
utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app](https://www.linkedin.com/in/maged-a-b776ba306?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app)

PROFESSIONAL
EXPERIENCERelevant Experience

Electrical Engineer (Training)

Amanat Al-Qassim – Municipalities, Electrical Maintenance & Operations
Department (4 months: 09/2024 – 12/2024)

- Assisted in electrical operations and system monitoring
- Supported project documentation and reporting
- Coordinated with team to ensure safety and compliance
- Contributed to process improvements and efficiency initiatives
- Prepared and interpreted electrical drawings using AutoCAD
- Worked with DB panels and related electrical components

• Other Experience

Herfy Factories Company – Sales (5 years: 08/2017 – 08/2022)

- Managed food product sales at the store
- Assisted in inventory control and stock replenishment
- Provided customer support and resolved inquiries
- Collaborated with the team to achieve daily sales targets
- Prepared basic sales reports using Microsoft Office

Jona Factories Company – Sales (6 months: 09/2024 – 03/2025)

- Conducted hands-on food product sales before graduation
- Communicated effectively with customers and handled their inquiries
- Prepared and maintained sales documentation using Microsoft Office

EDUCATION

Unaizah Colleges | 2020-2025

Renewable Energy Engineering | Electrical (Bachelor's degree)

- GPA: 3.50
- Saudi Council of Engineers (SCE)
- Excellent graduation project
- Excellent field training

GRADUATION PROJECT

Photoelectric Pumping System

Duration: January – May 2024

Affiliation: Unaizah Colleges

A sustainable solar-powered pumping system designed for water pumping and irrigation, offering a cost-effective, noise-free, and eco-friendly alternative to diesel generators. It eliminates fuel dependency and provides high investment returns (up to 50%)

CERTIFICATES

Training Courses

- Solar Thermal Systems – (Renewable Energy)
- Emergency Lighting – (Electrical / Safety)
- Project Management – (Project Management, 21h)
- Alternative Power Generation (Schneider) – (Renewable Energy)
- KNX Programming – (Automation / Smart Systems)
- Project Management Fundamentals – (Project Management, 9h)
- AutoCAD Electrical Basics

Seminars & Workshops

- Electrical Systems & AI – (Electrical / AI)
- Workplace Safety Rules – (Safety)
- Personal Data Protection – (Compliance / Data Security)
- PV Projects: Design to Delivery – (Renewable Energy)
- Electrical Networks – (Power Systems)
- Solar Business Development – (Renewable Energy)
- Engineering Sales – (Business / Engineering)

Safety Certifications & Credentials

- OSHA-GI 30h – General Industry Safety
- OSHA-OG 30h – Oil & Gas Safety
- ISO 9001:2015 (15h) – Quality Management

Skills

- Communication Skills
- Teamwork & Collaboration
- Problem Solving
- Time Management
- Work Under Pressure
- Critical Thinking
- Customer Service / Sales Experience
- Microsoft Office Proficiency
- Data Protection & Compliance Awareness
- Adaptability & Flexibility

Languages

- Arabic
- English

Membership no.:1109505

عضوية رقم:1109505

اعتماد مهني
Certificate
Professional Accreditation

In accordance with the Regulations of Saudi Council of Engineers by Royal Decree M/36 Date 26/9/1423H and the Engineering Professions Practice Regulation by Royal Decree M/36 Date 19/4/1438 H. SCE has approved:

استناداً إلى نظام الهيئة السعودية للمهندسين الصادر بالمرسوم الملكي رقم م/٣٦ وتاريخ ٢٦/٩/١٤٢٣هـ ونظام مزاولة المهن الهندسية الصادر بالمرسوم الملكي م/٣٦ وتاريخ ١٩/٤/١٤٣٨هـ ولائحته التنفيذية فقد قررت الهيئة اعتماد:

MAJED BADI SAUD ALOTAIBI

Membership Category: Engineer

Specialization: Electrical Engineering

Membership Start Date: 1/14/2025

ماجد بادي بن سعود العتيبي

فئة العضوية: مهندس

التخصص: الهندسة الكهربائية

تاريخ بداية العضوية: 1/14/2025

This Certification is valid until: 14 January 2026

هذه الشهادة صالحة إلى تاريخ: 26 رجب 1447



الأمين العام Secretary General

المكلف / م. فيصل بن عبدالله اليمني



Digitally signed

Certificate of Completion

Presented by

NYC Construction Safety Training LLC

This is to certify that

magid al otaibi

has successfully completed the course

OSHA 30 Hour in Oil and Gas Extraction Safety and Health

Completion Date: 09/15/2025

Certificate ID: NYCCST-20250915-38738433



<https://pdhsafety.com/>

This Certificate of Training shall not imply or suggest that OSHA Outreach Training Program training was completed or will result in an individual being certified. Students are not eligible to request and/or receive an OSHA student completion card.