

Faisal Ahmed Al-Buraiki

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 Saudi Arabia

SUMMARY

I possess extensive practical and field experience in firefighting for 9 years, in addition to academic and practical experience in human resources. I have strong leadership and organizational skills, the ability to analyze problems and make smart decisions, along with proficiency in using Microsoft Office and effective communication. I always strive to apply best professional practices to maintain safety and quality in the workplace.

EDUCATION

○ Northern Borders University

Bachelor of Business Administration, Human Resources | GPA: 4.76, First Class Honors | 2026

EXPERIENCE

Ministry of Civil Defense

Firefighter | 9 years

- Responded efficiently to emergencies and fire incidents.
- Applied safety procedures and monitored firefighting equipment.
- Intervened quickly to control fires and minimize damage.
- Conducted team drills and emergency simulations.
- Maintained and inspected fire prevention systems and equipment.
- Coordinated safe evacuation for employees and residents.
- Documented incidents and prepared daily performance reports.
- Contributed to improving and developing safety policies.

Northern Borders Municipality

Human Resources Assistant | Training Period

- Supported recruitment and selection processes.
- Managed employee files and records.
- Assisted in preparing training and development programs.
- Participated in performance evaluation and follow-up.

SKILLS

Technical Skills:

- Efficient human resources management.
- Microsoft Office (Word, Excel, PowerPoint).
- Problem analysis and decision making.
- Planning and organizational skills.
- Emergency operations management.
- Firefighting and fire prevention equipment maintenance.
- Preparing and documenting professional reports.

Personal Skills:

- Leadership and motivation.
- Teamwork.
- Effective communication.
- Maintaining confidentiality and integrity at work.
- Flexibility in the workplace.
- Critical thinking and problem solving.
- Commitment and professional discipline.

COURSES

- OSHA Safety Standards.
- Firefighting.

LANGUAGES

- Arabic – English.