




Ali Misfer Al Qahtani

Highly professional and accomplished library services professional seeks a management role in which to use my skills to the fullest while building my future at a prestigious academic institution.

CONTACT

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 Saudi Arabia

EDUCATION

- B.A, Library & Info Studies Dept, KSU 2003.
- Data Entry and Word Processing (6 weeks).
- English Language (6 weeks) at the British Council.
- English Language (8 weeks) at KFPM.
- English Language (8 weeks) at Direct English.
- ICDL Computer (12 weeks) at Al Kialej Academe.
- CS Customer Relation Workshop.
- Internet Resources for Librarians: Basic and Beyond.
- Managing Potential.

EXPERIENCES

- **Librarian, King Abdullah University of Science and Technology**
Library Founding (First Librarian in KAUST).
Library design.
Library rules.
Site visit tow time in a week.
Library website.
Establishing the university infrastructure.
Working with finance department to sit up the Library Budget.
Work with Procurement to secure the library needs and prepare future plans.
Doing the organizational structure of the library.
Working with HR for organization chart
Writing a job description and hiring new employees.
Managing the KAUST Library Electronic Education Resources Subscription.
Managing the KAUST Education Resources Print or Electronic.

- Fundamentals of Project Management.
- Institute's Information Technology Strategy.
- Learn Six Sigma Yellow Belt. Advanced purchasing skills.
- Certification in Financial Tools in Procurement.
- Fundamentals of Knowledge Management.
- Acquisition Training.
- Leadership Institute for Academic Librarians from Harvard Graduate School of Education.
- Harvard ManageMentor topic Leading People.
- Harvard ManageMentor topic Feedback Essentials.
- Harvard ManageMentor topic Persuading Others.
- Harvard ManageMentor topic Difficult Interactions.
- Harvard ManageMentor topic Strategic Thinking.

Skills

Fluent in spoken and written English language.

Skills in using computer & good knowledge in Microsoft products (word, Excel and Power Point).

Excellent typing skills.

Skilled at learning new concepts quickly, working well under pressure.

Highly-developed customer service skills.

Negotiations skills.

Management skills.

Vision and insight into the future.

Financial Management, Finance and Procurement

Managing Textbooks for Faculty and Students.

Managing end of year Budget.

Part of the team to upgrade SAP system.

Close working the procurement and finance.

Managing the library license agreement with cooperation with KAUST legal office.

2010-2013

■ Technical Services Specialist, King Abdullah University of Science and Technology

Team leader of Technical Services Specialist (Acquisitions and Cataloging)

Managing Textbooks for Faculty and Students.

Managing the KAUST Library Electronic Education Resources Subscription.

I made an offer to the library management that the Acquisitions department would do all the requisitions for the library, and then the procurement department decided to apply it to some departments, including information technology, after the success of this initiative in the library.

Adding new vendors to SAAP system.

2013 to 2016

Acquisition Specialist, King Abdullah University of Science and Technology

Acquisition Specialist (Team leader of Procurement process to order all education resources for library and all KAUST departments).

Managing Textbooks for Faculty and Students.

Adding new vendors to SAP system.

Managing the KAUST Library Electronic Education Resources Subscription.

Conferences

Saudi Library and Information Association.

Frankfurt Book Fair.

Al Sharjah book fair in cooperation with ALA.

Cairo book fair.

SAL in Canada.

SAL in USA

IFLA in USA.

Charleston Conference in USA.

Visit Duke University Library in USA.

Acquisition Institute in USA.

■ Membership:

Member of Saudi Library and Information Association

Bringing the new recourses to the Access team to add to library cataloging.

Working the Library Director for the report of mid and final financial budget year.

2016-2021

■ Acquisitions Services Lead, King Abdullah University of Science and Technology.

Team leader of Procurement process to order all education resources for library and all KAUST departments.

Working with collection team to order the recommendation titles and bringing new recourses from the publishers.

Managing Textbooks for Faculty and Students.

Adding new vendors to SAP system.

Managing the KAUST Library Electronic Education Resources Subscription negotiation, license agreement, POs and payment.

Bringing the new recourses to the Access team to add to library cataloging.

Working the Library Director for the report of mid and final financial budget year.

Helping Entrepreneurship Center to order their resources and Case study.

March, 2004-To March, 2008

■ Librarian, Recreational Library of Saudi Aramco

Cataloging.

Library daily set up.

Circulation desk. (Check in-Check out)

Reference (Answering patrons' inquires)

December, 2003-March, 2004

- **Supervisor Library, then a Director of the forces Library in Hafr Al Batin City**
Renovate new practical system for Filing.

Discarding the library's old issues which have not been updated.

Connected the library with its two branches (Tabouk & khamees Mus-hait.).

2003-March2004

- **Worked for assistantship as a student for two years at KSU Library at the following depts.**

Acquisition.

Newspaper Info. Center.

General Books Dept.