**Personal information:**

**Name: Naif bin Abdullah bin Ahmed Alhabas.**

**Current job: Librarian, Faculty of Science.**

**Major: Library and Information.**

**Grade: seventh.**

**Job Title: Librarian.**

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**Qualifications:**

**Bachelors in Libraries and Information - University of Imam Muhammad bin Saud Islamic University in 1426.**

**Training courses from the Institute of Directors:**

**- Information services in libraries and information - Institute of Management - Riyadh -1427/1428.**

**. Bibliographic description of the books - Institute of Management - Riyadh -1427/1428-**

**- The use of the Internet for the purposes of libraries - Institute of Management -1428 / 1429.**

**Bibliographic description of the patrols - Institute of Management -1428 / 1429. -**

**Build lists of subject headings - Institute of Management -1428/1429. -**

**To search for information in printed references - Institute of Management -1428/1429. -**

**-  Dewey Decimal Classification - Institute of Management -1428/1429.**

**Total Quality Management - Institute of Management -1429/1430. -**

**Demodulation - Institute of Management -1429/1430. -**

**Circulation - Institute of Management -1429/1430. -**

**.-  Automated retrieval of information -1430/1431**

**Indexing - Institute of Management -1430/1431. -**

**Indexing objectivity -1431/1432 Management Institute. -**

**Analyzing problems and making decisions - Institute of Directors -1431/1432. -**

**Indexing and extraction - Institute of Management -1432/1433. -**

**Building digital libraries - Institute of Management -1432/1433. -**

**Approved system libraries of the Institute of Directors - 1432/1433. -**

**Foreign courses:**

**-  Team building - the center of the elite - Morocco -1432/1433.**

**- Attend a number of conferences, seminars, workshops and seminars in the field of libraries, information and digital libraries.**