

Rami Almubarak

Al Qatif, KSA | +966 50 880 7886 | ramim78@hotmail.com

Personal Summary

Worked in multiple occupations over the past years, which included sales, customers relations, human resources, administration, logistics, government relations and much more. The focus shifted in the last 13 years towards managerial positions coordinating operations and managing public and government relations. Seeking full-time employment in a managerial position that can provide and encourage further stable opportunities that will develop my skills and career.

Education

Secondary School Diploma | June 1998 | Al Najah Secondary School

Experiences

Government Relations | Abdullah Hashim Industrial Gases & Equipment Co. Ltd. | FEB. 2018 – May 2025.

- Logistics and Shipping coordination for Cooling Systems
- Internal affairs coordination
- Coordinating onsite operation

Administrative Affairs Coordinator | Al Muhaidib Group | FEB. 2014 – JAN. 2018

- Coordinating employees' operations and scheduling
- Reviewing operations in line with government guidelines stated by the Ministry of Labor

Assistant HR | BGP Arabia Ltd. Co. | MAR. 2011 – MAR. 2013

- Received letters of appreciation from Saudi Aramco

Distribution and Dispatch Supervisor | SARGAS Co. Ltd. | JAN. 2006 – MAR. 2011

Claims Officer | Med Gulf Insurance | MAY. 2004 – MAY. 2006

Communications Officer and Broker | Jal International | MAY. 2003 – APR. 2004

Customer Service and Employees Supervisor | Al Dahhan Co. | JAN. 2003 – APR. 2003

Customer Service | Mazaya Food | DEC. 2001 – DEC. 2002

Salesman | Eco Care LLC. | SEP. 2001 – NOV. 2001

Skills

Communication

- Multilingual: Arabic and English
- Managed government and public relations Management and Organization

- Worked in HR and project planning
- Managed a team of employees and managed work schedules and operations plans
- Able to prioritize work according to the workload Customer Service

- Worked in customers satisfaction departments in multiple occupations Computer

Skills

- Skilled in Microsoft Office platforms Safety Management
- Certified by OSHA Risk Management
- Certified by Dimensions 2030 Self-Motivation
- Great management when working under pressure and multitasking

Professional Training and Certification

OSHA Safety Course | Training and Certification – 30 Hours | NOV. 2021

Safety, Occupational Health, and Industrial Safety | Training and Certification – 10 Hours | NOV. 2021

Risk Management | Training and Certification – 10 Hours | NOV. 2021

NASP General Industry | Certification – 30 Hours | FEB. 2021

Employee Preparation Program | Training – 45 Hours | JUN. 2005

Customer Service | Training | JAN. 2003

References

Available Upon Request