

Mohammed Salem Al Qahtani



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| **Nationality:** Saudi

My objective is to work for a professionally managed organization, in a challenging managerial position where I can utilize and hone my past expertise. I would be keenly interested to best utilize my academic education and management experience for attaining my professional goals and by making significant contributions to the business goals of the organization. With my years of cumulative experience, I am keen to deliver with hard work and dedication utilizing the skills I have acquired during my experience and training

Professional experience

Jun 2023-Present HR Manager, Saeed Electrical Materials Company

- Supporting the CEO
- Manage communications with clients and contractors.
- Warehouse management
- Payroll
- Government Online Sites such as: (Mudad, Moqem, Saudi Business Center, Absher, Salama)
- Vehicle Management

Oct 2015-Sep 2023 Family Business

Mar 2014-Mar 2015 HR Manager National Building Company (NBC)

- Supporting the CEO.
- Managing Files and Documents.
- Pursuing payments with the ministry of Education.
- Manage communications with clients and contractors.
- Managing office purchases of stationary furniture, hospitality, and kitchen supplies.
- Supporting Project Managers with contractors and labors.
- Managing mail services; Saudi Post Services, FEDEX, and DHL.
- Presenting and attending governmental bidding.
- Working on GOSI and muqem systems.
- Onboarding new staff.
- Facilitate employees contracts.
- Supporting in recruiting new Saudi employees

Sep 2012 Mar 2014 Assist. Regional Administrator Manager Integrated Telecom Company (ITC)

I was in charge of the following duties:

- Maintaining complete administrative documentations of the region including employees files. local purchases, rent vehicles documents, regional and head office correspondences, bank deposit vouchers, facilities maintenance documents, local rent contracts, Etc.
- Managing the mail services of the region like FedEx, post mail, DHL.
- Maintaining regional facilities, Space management, and oversee all aspects of regional office coordination.
- Managing regional purchases including material and supplies as needed.
- Co-preparing and reviewing the monthly petty cash replenishment report.
- Offering HR, administrative, and support services to the company's regional teams in order to ensure smooth operations of the region.

- Supporting the regional administrative manager in managing the stakeholders of the region including the presidency of the eastern region, municipalities, King Fahad Causeway Authority (KFCA), Royal Commission of Jubail and Yanbu,
- Working as a personal assistant for the regional administrative manager and this includes preparing and drafting letters and communications of the region, set up and coordinate meetings and conferences, taking meetings minutes, actively organizing events at the region, and arranging travel and accommodation for the regional manager.
- Supporting and taking an active role in implementing safety and security measures for the company's staff, office, and data center.
- Working as a public relation operative in eastern region.
- Finance reimbursement of region expenditures.
- Check money collection
- Career Day, King Fahd University, Dammam University, Personal interviews. Establish a cooperative partnership based on closer ties between the university and company.
- Conducting Psychometric test to new prospects employment
- Office supplies & stationeries
- Issuing licenses for the region, such as the municipalities of the eastern region, firefighter National Guard, Intelligence, King Fahad Causeway Authority (KFCA) & Royal Commission of Jubail and Yanbu,
- Monthly report to the chief.

Oct 2001-Sep 2012 Family Business

During this time of my life, I was managing my family real estate business. This role developed my abilities to deal with difficult people and also developed my abilities to make necessary distinctions before renting a real estate to a client

I was in charge of the following:

- Marketing spaces for rent.
- Maintaining Real Estate facilities.
- Collecting rent from clients.
- Looking for ways to enhance the business and generate more revenue from the existing real estate..

Education

University Of Greenwich Diploma

Sep 2009

Award: International Diploma

Skills

Computer Competency

- MS Word
- MS Excel
- MS Access