

Jafar Ahmed Al-Mohamed Ali

Dammam, Saudi Arabia

0504810127

lonely-jz@hotmail.com

EDUCATION

-**Bachelor degree in business administration**, from King Faisal University in 2024

-**Diploma of Executive Secretary**, from Institute of Public Administration (IPA),
Dammam,in2007.

WORKING EXPERIENCE

HR - government relation and Visa specialist 2 – 2016 – to date

Arabian Drilling Company

- Leading the government relation team.
- Responsible for the department when the manager is away
- Controlling all government agencies platforms (on-line).
- Working on all government websites (Qiwa, Muqem, labor office, Tamm and Amn) on daily basis.

HR – Government relation and visa generalist – 2010 – 2016

Arabian Drilling Company

- Organizing CCHI and Iqama for new arrival.
- Updating passports and Iqama Information on SAP system after renewal.
- Check SAP system on monthly basis for Iqama and Passport expiry.
- Paying all government payments and fees.
- Monitoring on visit visa list.

Admin – government relation – 2007 – 2010

Arabian Drilling Company

- Issued ADC employee ID cards.
- Processed Aramco IDs and Aramco vehicles stickers.
- Prepared traffic requirements for registrations and authorization letters.
- Updated vehicle registration and Authorizations letter in department records.
- Prepared and verify invoices in weekly basis.

SKILLS

- Team leader and management
- Deal with government correspondences
- Teamwork
- Computer skills: Microsoft Office.
- Communication
- Arabic and English languages
- Fast Typing: both Arabic & English languages.

OBJECTIVE

- To get a job and succeed in my future
- To prove myself at the work field