

BIO DATA



Gasim Mohamed Ahmed Mohamed

*Administrator / Operation Property Superintendent at Al Majdouie Group
Dammam / Camps management
KSA*

Contact Information

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Website: <http://www.almajdouie.com>

Target Job

Hospitality field / Administration / Operation / compounds management

Target Job Title:
Target Job Location: *An energetic personality ready for any challenges and who seek employment with organized & established hospitality & administration. & compounds Management*
Career Objective:
Target Industry: *Operation ; Hospitality/Tourism/ Administration*
Employment Type: *Employee*
Employment Status: *Full time*
Career Level: *Mid-Career*
Notice Period: *1 month or less*
Last Monthly Salary: *14.396 SR*

Personal Information

Birth Date: 5 Dec 1958
Gender: Male
Nationality: Sudanese
Visa Status: resident visa
Marital Status: married
Number of Dependents: 6
Driving License Issued From
Saudi driving license

Experience (38 Years, 4 Months)

Operation Superintendent

at Al Majdouie Group Dammam KSA

Location: Dammam

Company Industry: Business Support

Job Role: Administration

September 2009 - Present

Supervising, planning, following, managing

Property Operation Superintendent

at Al Majdouie Group

Location: Dammam, Saudi Arabia , Supervision skills course

Company Industry: Facilities Management

Job Role: Management

April 2010 - April 2010

To control, supervise all the facilities and activities within the accommodation provided by the Group in a good condition by means of arbitrary practices, existed processes, and manager' instruction.

To adjust, administer, mediate, clarify and or conduct necessary, advisory, and or disciplinary actions to resolve any problem is occurring, or might occur in the future, between parties at least one them is employee, and provide with related report, recommendation...etc.

To control, update, admit, trace and tabulate the allotment of the existed employees or new employees entitled to utilize the group accommodation in accordance with room capacity, nationality, grade, and sector preferences.

To control, trace, ensure, check, and or validate cleaning issues in a good condition by implementing adequate methods within all facilities.

To adhere, recommend, sustain, solicit, and or scan circumstances to ensure that the existed criteria meet the "Minister of Labor" Requirements and Recommendations regarding the Accommodation and Camp's Services.

To stimulate, facilitate, arrange, and or prescribe all issues regarding invitatory or entertainment activities.

To report, preserve, and outline any issues regarding Safety.

To report, preserve, and outline any issues regarding Maintenance of the buildings, vehicles, and instruments to the related party according to the process sequence.

To preserve, oversee, identifies, and control the items in the accommodation warehouse.

To preserve, initiate, follow up, and record the items stemmed for the employees and rooms via detailed records. To gather, outline, and or submit the complaints regarding the camp' grocery or other types of complaints.

To conduct scheduled and sudden audits on facilities, and on employees regarding abiding ethical rituals in the country and within accommodation.

Executives Secretary to Board

at United Wires Manufacturing Comp.

Location: Riyadh, Saudi Arabia

Company Industry: FMCG

Job Role: Administration

July 2009 - August 2009

Doing all the administration jobs related to Chairman, executives mangers, Board meeting.

Sales Consultant

at Mena Tourism & Real estate Investment Egypt Sudan K.S.A

Location: Riyadh, Saudi Arabia, Mena Tourism & real state investment Egypt.

Company Industry: Construction

Job Role: Sales

November 2006 - June 2009

Sales Villa located in Sudan for VIP Sudanese resident in KSA the company is join venture with RIKAZ Saudi Company

Hotel Manager

White Palace Hotel - Riyadh K.S.A

Location: *Riyadh, Saudi Arabia, Riyadh Old airport road .*

Company Industry: *Hospitality Catering/Food Services/Restaurants*

Job Role: *Management*

April 1983 - January 2006

To manage Hotel, reporting to honor direct. Planning, marketing sales, full authorization .

Payroll / Banking / Finance

Jumira Textile comp.

Location: *Al Khartoum, Sudan , Khartoum Sudan*

Company Industry: *FMCG*

Job Role: *Accounting/Banking/Finance*

March 1982 - March 1983

Preparing salaries, wages, cashier, banking.

Payroll accountant/ Cashier

at • Cotton textile mill company (Sudan 1979-1982)

Location: *Al Khartoum, Sudan, Khartoum Sudan*

Company Industry: *FMCG*

Job Role: *Accounting/Banking/Finance*

July 1979 - March 1982

Preparing Salaries, wages, social insurance, cashier.

Specialties

Office Management
Hospitality Management
Compound Management
Operation
Administration Services

Education

Certification / diploma

Hotel school

Location: *Al Khartoum, Sudan*

Completion Date: *March 1983*

Supervising Skills Course April 2010

Firefighting & first aid & general safety course March 2010

The finance for none financial managers course Feb 2010

Problem solving & decision makes course March. 2010

The Bullet Proof Manager course - Bahrain May 2010

6-sigma course 2011

PMP exam Preparation 2013

Leadership skill 2014

Stress Management 2015

Certified business operation professionals

Skills

Computer operation

Level: *Intermediate* | **Experience:** *More than 10 years* | **Last Used:** *1 month or less*

Languages

English

Level: *Expert* | Experience: *More than 10 years* | Last Used: *1 month or less*

References

Abdullah Al Ghamdi

Job Title: *Previous Chief Human Resource*

Company Name: *Al Majdouie Group*

Phone Number: *+966.503820390*

Email Address:

Eng. Ahmed Salem

Job Title: *Facilities Manager*

Company Name: *Al Majdouie Group*

Phone Number: *+966.546661844*

Email Address:

Samir Al Jindan

Job Title: *Administration Services Manager*

Company Name: *Al Majdouie Group*

Phone Number: *+966.504817227*

Email Address:

Training and Certifications

Indian institute

Duration: - *(From 26 February 2012 to 26 February 2012)*

Type of Training: *6 Sigma training course Feb2012*

CRESTCOM

Duration: *1 year 2 days - (From 15 May 2010 to 15 July 2011)*

Type of Training: *Management training*

Certificate: *Proof Bullet Manager*

Al Majdouie training Center

Duration: *2 days - (From 15 April 2010 to 17 April 2010)*

Type of Training: *Supervising Skills Course April 2010*

Certificate: *Supervise*

Al Majdouie training Center

Duration: *3 days - (From 5 April 2010 to 8 April 2010)*

Type of Training: *The finance for none financial managers Feb 2010*

Al Majdouie training Center

Duration: *2 days - (From 10 March 2010 to 12 March 2010)*

Type of Training: *Firefighting & first aid & general safety March 2010*

Al Majdouie training Center

Duration: *1 day - (From 1 March 2010 to 2 March 2010)*

Type of Training: *Problem solving & decision makes March. 2010*

