

RONY N. EL CHAMMAS



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Date of Birth: 23 April 1973

Marital Status: Married

Lebanese Passport #: 3925209

Objective

- **A stable job either in Administration, HR, or Finance Department, where I can utilize my talent to grow with the company.**

Career Overview

- **Currently in Khobar** Since Oct 2019 working as **Support Services Manager** of **SAMIF Heavy Steel Fabrication** in Dammam 3rd Industrial Area,
- Previously in Khobar Since Oct 2015 till Dec 2018 working as **Administration Manager** of **TARGET CONSTRUCTION** Saudi Arabia Head office Khobar
- Previously with **Arabian Bemco Contracting Co** for Multiple Projects:
HR /Admin Manager at Rabigh Jeddah Alstom Factory Rabigh Project Since May 2014 & Previously **PP-12 Project** subcontracted to S.E.C. "Saudi Electrical Company, Sceco " in Dhurma city-Riyadh Area since October 2011
- I also worked as a **Site Administration Manager** of **AL SAAD Contracting Co. Qatar:**
in different Projects **NDIA Doha** New Airport Project & **Qatalum Project in Mesaeid** since December 2008 till Sep 2011;
- Before that with **Nesma and Partners Co** Saudi Arabia for Multiple Projects:
H. R. Coordinator at Arar Cement Plant-North Area & Petro Rabigh Aramco Project-Jeddah area. I was given the opportunity to manage and supervise the administrative crew in order to enable them to execute their missions which are mentioned within the attached CV.
- I learned how to adapt to new situations, communicate with a wide range of people and be a decision maker.
- This exciting opportunity has given me a firsthand experience of working life and work setting.

Experience

Oct 2015 Till Dec 2018 Target Construction Co. Saudi Arabia.

Administration Manager.

- Manage administration activities of multiple project sites by strict compliance of Saudi labor law and policies.
- Working outside of normal business hours.
- Managing Aramco's ID for ALL Staffs + Labors (Issuing, Renewal, Cancellation, Returning & Car + Material Gate Pass Issuing)
- Coordinate delivery of staff and subcontractor services for theatre equipment and systems maintenance and repairs.
- Develop and Implement procedure to ensure daily site attendance at all project sites.
- Manage appropriate Camps/Accommodation & Transportation facilities at all sites.
- Supervising services repair & maintenance activities of buildings, furniture & equipments.
- Perform & Supervise All Administrative, Accounting Related Duties in Project (Daily and Monthly Timesheets) to ensure timely preparation of Payroll.
- Responsible for timely mobilization and demobilization of resources/equipment's at all project sites as per deployment plan.
- Maintaining all the record/ idling report/ standby
- Responsible for all HR tasks (Recruitment, Performance Management/Development, Internal Communication and Compensation & Benefits).

Oct 2011 Till Sept 2015 Arabian Bemco Contracting Co. Saudi Arabia.

HR Admin Manager.

- Lead a team of HR personnel in the provision of HR service: (Planning, Deciding, Motivating, Problem-solving, Reviewing/Evaluating, Investigating/Observing, Developing, Managing)
- Conduct weekly meetings with staff and theatre operators to discuss event planning and provide training on safe equipment use.
- Coordinating with department managers for preparing job descriptions.
- Ability to supervise and lead minor projects and renovations.
- Responsible for all HR tasks (Recruitment, Performance Management/Development, Internal Communication and Compensation & Benefits).
- Manage selection staff for promotion, change of job assignments, transfers, termination.
- Coaches and supervises Administration and Human Resources team members.
- Coordinate with Job fairs and staffing agencies to process requests for recruitment.
- Compiles data from personnel records and prepares reports for managers.
- Records employees' information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason.
- Maintain and update HR Reports by maintaining all logs (new hire, termination, transfers, and turnover reports) in daily basis and preparing reports in a timely and accurate manner.
- Responsible for the preparation of the employees' payroll.

Dec 2008 Till Sep 2011 AL Saad General Contracting Doha-Qatar.

Site Administration Manager.

- Ensuring that the established Company Procedures, Local Laws and regulations on the project are in coordination with the Area Administration
- Coordinates with all departments to assist in identifying their staffing needs.
- Coordinates with head office HR function for the arrangement and provision of medical services to cadets and staff.
- Coordinates with head office HR function to keep track of staff payroll.
- Participates in the interviewing process of short listed candidates.
- Coordinates with head office HR regarding the training and development of staff, arranging for staff visas immigration & recruitment procedures including employment contracts and housing arrangements, resolving day-to-day HR problems and issues.

April 2006 Till Nov 2008 Nesma & Partners Co. Saudi Arabia

H. R. Coordinator.

- Reporting to the HR Manager with regards to duties and responsibilities.
- All recruitment activities including liaising with recruitment agencies and local newspaper establishments in placing job adverts.
- Coordinating with line and department managers for preparing job descriptions.
- All visa formalities regarding joining, renewals and cancellations.
- Administering the camp Accommodation and Maintaining a High Standard of services in Line with the safety rules for the followings: Food Supply for different nationalities, housekeeping, Laundry Services, Recreation Facilities, Available Medicines in Dispensary for Injured Employees.
- Issuing employees related letters (Promotion, acceptance, transfer, termination, warning).
- Assist HR Manager in making and reviewing policies, procedures and appraisal systems.
- Administering the Appraisal System end of probation period, mid and end of the year.
- Perform Administrative, Accounting Duties in Project (Daily & Monthly Timesheets).
- Organizing Administration Job personnel files, Driving License, Residence Permit, Etc
- Processing Leave Applications & Ticket entitlement in accordance with their contracts.

Jan 2004 –April 2006 MAN Enterprises CO. Kurdistan IRAQ.

Accountant Officer.

- Check Hours Worked by Staff & Workers.
- Data Entry into Computer.
- Prepare Pay Slips & Use computer to Calculate Payrolls.
- Maintain Computer Records of all Transactions.
- Keep Records of Overtimes, Annual Leaves, Sick Leave,
- Produce Payroll (Payroll Officer) Statistics and a Variety of Reports Such As Allocation by Code Center, Journals for Accounting Staff.
- Respond to Internal & External Enquiries.
- Maintain and track inventories.
- Perform Other Administrative, Accounting Related Duties.

Jan 2001- Dec 2003 Napco consumer Products co Dammam

Export Accounts & Administrative

- Worked in sales and export department
- Coordinated with distributors
- Followed up on collection / payments from distributors
- Worked on letters of credits and documents negotiation
- Followed up with accounts, commercials and personnel
- Assured accurate and effective processing of payments and materials within the company
- Bank Operations.

July 1996 - Dec 2000 Mohammad AL-Mojil Group Dammam

Administrative Officer

- Administering the camp Accommodation and Maintaining a High Standard of services in Line with the safety rules for the followings: Food Supply for different nationalities, housekeeping, Laundry Services, Recreation Facilities, Available Medicines in Dispensary for Injured Employees.
- Managed the administrative staff in performing daily duties
- Provides general support services to departments including hospitality, the distribution and collection of incoming and outgoing mails, clerical services and transportation.
- Monitors the inventory in cleaning material, stationary, beverages etc., and proceeds to the purchasing of the required material so as to meet the needs of the company with quality and cost efficiency
- Maintains appropriate logs of all administrative activities to ensure that data is available for any potential analysis and reporting.
- Assists in the preparation of timely and accurate reports to meet company and department requirements, policies and standards
- Updated administrative reports to monitor staff activities and performance.
- Prepared Cost Control summations, billing reports, and mandays to corporate office control services

Education

1993-1996 Zghorta Public Trade School, Lebanon

- **Diploma in Accounting Expertise, Finance, and Marketing**

1991-1992 Amyoun High School, Lebanon

- **Baccalaureate of philosophy**

Languages

Arabic, French, English

Driving License

Lebanese License, Saudi License & Qatari License (Valid)

Skills

Microsoft Word, Excel & Outlook & internet.