

Akram Mohammed Al Atyah

A seasoned Administration professional with 16+ years of executive experience across diverse organizational domains with significant exposure in management, all governmental related issues, contracts and purchases, correspondence, customer relationship management, documentation and reporting. My solid experience is made me a valuable asset to success in your organization. Now seeking a suitable opportunity with an ambitious company.

Work Experience

(May 2011 – May 2021) **Administration Supervisor**
NESICSA CO (Headcount : 300)



Administration:

- Success in supervising administrative team of 13 Employees.
- Manage Travel Agency, Car Agency, Medical and car Insurance, Employees' ID, Aramco ID, Shipment, office supply, reception and documentations.
- Success to reduce the administrative cost.
- Manager the monthly & Yearly reports.

Logistic:

- Success in managing 95 Cars (Regular warranty, assign & handover, repair).
- Success in providing GPS for all Cars and fellow up with the cars and link it with timesheet.
- Manage the drivers by assigning their tasks.
- Manager the monthly & Yearly reports.

Government Relation (GR) :

- Manage, monitor & evaluate daily GR activities.
- Manage Government Affairs (Muqem, Ministry of Human Resource, Qiwa, Tamm, GOSI, Mudad, Chamber of commerce, Ministry of Housing, Passport department, Moroor, Ministry of foreigner affairs, Immigration affairs, Ministry of business & industry, labor court).
- Company representative in front of any external authorities.
- Manager the monthly & Yearly reports.

Accommodation:

- Manage the agreement to rent an accommodation for our employees.
- Manage the maintenance by coordinating with the rental agency or with the repair shops.
- Manage the check-in and checkout of employees.
- Manager the monthly & Yearly reports.

Reference: Ahmed Al Abbas (HR & Admin Manager) 0563050744.



Personal Information

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Dammam

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Diploma Degree in HR in 2018 & Sale Management in 2006, Saudi Arabia | Born in 1983 | Resident in Dhahran | Saudi nationality | Married | 3 Kids.

Target Positions

Admin Supervisor | Admin Specialist | GR Specialist | Insurance Specialist | Logistic specialist | Quality Control | Accommodation specialist

Personal Skills

- Supervising Skills
- Organizational skills
- Excellent Communication
- Great Negotiation
- Strong Multitasking
- Conflict Management & Problem Solving
- Decision Making
- Leadership
- Self-development
- Initiative
- Commitment
- Government knowledge
- Team worker

Computer Skills:

- Microsoft Office
- ERP Oracle HRMS Module version 12.1.3

Languages:

- Native Arabic
- Fluent in English

Resume

(Oct 2007 – May 2011) **Administrator**

Rawabi Holding Co



(Oct 2006 – Sep 2007) **Administrator**

NESMA & PARTNERS COMPANY FROM 2006 TO 2007



Education & Certificates

- **Diploma of Sales**- Institute of Public Administration in 2005
- **Diploma Of Human Resource Management** from The Training Center at Chamber of Commerce & Industry in 2018.
- **Certify Course of Time management strategies and work pressures**, from The Training Center at Chamber of Commerce & Industry in 2015 .
- **Certify Course of Saudi Labor law**, from Jeddah INT'L Higher Training in 2016 .
- **Certify Course of ISO 9001:2015 AWARENESS**, from MindMerge Corp in Jan 2020.
- **Certify Course of Arts of Administrative Investigation**, from SKY Global of Institute in Sep 2019.
- **Certify English course Level 3**, from British Council in Jan 2020 .