

# Curriculum vitae

OF

ABD-ELALAH ABD-ELSHAFY ABED

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## Personnel Data:

- Nationality : Egyptian
- Date of Birth : 19-10-1988
- Place of Birth : Jeddah- K.S.A
- Marital status : Single

## Highest Educational Attainment

- General high school (science) from Egypt in 2006.
- General diploma in (AIRFRAME & POWERPLANT) from (MIDEAST AVIATION ACADEMY) – Jordan.
- AIRMAN CERTIFICATE –PRIVILEGES OF: MECHANIC – RATINGS AIRFRAME &POWERPLANTLICENSE from (General Authority of Civil Aviation) CERTIFICATE NO: **ME – 25121.**
- Diploma in Computer.
- Training certificate of Al-Mashaaer Al-Muqadassah Metro – Makkah.

## Experience

- **Al-Mahdod Quick Architectural Construction Co.**

Riyadh projects (Al-Yamama Palace, Rosa Farm, Prince Bader, Al Mahdiya, Via Riyadh & The Boulevard Riyadh).

1- **Document control** - keeping and archiving company files and projects from contracts, engineering drawings, special correspondence, approvals..... etc., preparing an integrated system for sending, receiving, updating and following up on the document cycle, facilitating the submission of documents to the concerned departments, preparing daily and monthly reports And others, dealing and coordinating with the advisory body, making Financial Summary and invoices, making booklets that include all project documents and information.

2- **Human Resources** - Responsible for keeping employee documents and linking them to the company's management such as (contracts, vacations, definitions, health insurance, government agencies...etc.), postal correspondence official for the company and employees, updating and renewing government documents for employees and the company, preparing reports on the status of documents and wages for employees and the company, dealing with service offices for visas and others Attracting distinguished and qualified talent to work in the company..

**3- Logistics** - Develop logistical plans for current operations and contingency logistical plans, Develop reports on material and personnel movements and various operational logistical problems, Managing and coordinating the supplier base, Providing transportation for any necessary materials, Reporting on a weekly or monthly basis to the project manager On procurement or supply, Searching and selecting storage places in warehouses according to storage standards, Providing information in the names of suppliers who offer competitive prices for goods as a reference when needed, Assessing the logistical and purchasing needs of the project and supervising the correctness of its implementation.

**From February 2020 to Date.**

- **ABDUL RAZEK A. EL-FARRA and Partner Contracting Company.** Makkah Al-Mukarramah Project (Aisha Al Rajhi Mosque and 87 hotel buildings, including the Hilton, the Sheraton, the Copthorne, the Park Inn and the Sheraton Makkah Jabal Al Kaaba Hotel)
  - 1- **Document control.**
  - 2- **Logistics.**
  - 3- **Human resources employee** - making employee contracts and all that is related to the employee and dealing with government agencies and agencies to obtain visas, renew residency and health insurance companies - **from December 2013 to December 2019.**
- **Slamt Alwosol travel** (Salesman) from 27-9-2012 to 28-12-2013.
- **NATIONAL AVIATION,** Two years' experience in the Company (Maintenance Line).

### **Skills and Abilities**

- Customer Care and Find Solutions for Customer Problem.
- Contact with Main Office for All Order and All Problems.
- Ability to Handle Multiple Tasks.
- Possess Excellent Management and Supervisory.
- Ability to Perform Tasks and Responsibilities in a Safe and Accurate Manner.
- Good communication skills.
- Knowledgeable in computer (MS Word, Excel, HTML).
- Driving with Saudi License.

### **Language:**

- Native Language Arabic.
- Good command of both written and spoken English.