

# مستندات ممسوحة ضوئياً

## السيرة الذاتية Curriculum Vitae

### المعلومات الشخصية :

Name : RAMZI SAEED H. ALKHALAF الاسم : رمزي سعيد حسن الخلف  
Nationality : Saudi الجنسية : سعودي  
Date of Birth : 27/11/1980 تاريخ الميلاد : ١٤٠١/١١/٨ هـ  
Residence : Al-Khobar محل السكن : الخبر  
Marital Status : Married الحالة الاجتماعية : متزوج  
المؤهلات والدورات:

Qualification & Courses  
• High School Certificate-Scientific Dept. in 1419H • شهادة الثانوية العامة- القسم العلمي- سنة ١٤١٩ هـ

### الخبرات

- Working as "Gov. Relations Officer" at Al-Sawikat Contacting from 2004 to 2009
- Working as "Gov. Relations Officer" at Ernst & Young from 2009 to July 2019
- **Job Tasks:**
  - Experienced in dealing with the different Governmental Sections.
  - Following-up the personnel affairs at the Labor Office, including (Addition- transfer of sponsorships- Problems related to Insurance Office)
  - Following-up the personnel affairs at Medical Insurance Co. including (adding new employees and their families- deleting clerk from insurance)
  - Registering and following-up the papers of the company at the Chamber of Commerce
  - Continuous follow-up with the governmental departments, related to foreigners (chamber of commerce- traffic-foreign ministry- recruitment office)

### المهارات الشخصية

- Well-Dealing with Situations and People
- Computer Skills Level (Good)
- English Language Level (Good)
- Team-Work Spirit
- Ability to work under pressure
- Flexible in work assignments
- Good use of governmental programs (labor office/ passports programs related to the expatriates/ social insurance programs of both Saudi and Expatriates)
- Coordination and art of dealing with administrative affairs for the above-mentioned programs.

### الأهداف الوظيفية

- Getting a job opportunity where I could exploit my skills, improve my knowledge, increase my practical experiences inside a harmonious environment that fosters the chance of self-development and enables me to participate my knowledge and experiences towards the progress and stability of the company

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