

# **Saeed Ahmed Alhawaj**

## **2009-2021**

National Id No: 1059631356  
Mobile No: 966592777148  
Nationality: Saudi  
Date of Birth :01, May, 1973  
Place of Birth: Dammam  
MaritalStatus: Marriage  
Driving License: Private (Valid)  
Member ship: Academic Membership (Saudi Bar Association)  
Email: saeed\_hawaj@yahoo.com

### **JOB OBJECTIVE**

Apply the skills acquired scientifically and practically to raise the level of the facility based on the planning of the senior management, reaping profits and reaching the planned goal on the material and moral level by applying the following criteria:

- Identify potential risks.
- Maintain organizational knowledge.
- Review and update internal policies.
- Staff Training.

### **EDUCATION**

#### **2018 – Present**

Department of Law and Regulations  
College of Sharia and Islamic Studies  
Imam Mohammed Bin Saud Islamic University

I have passed (20) Hours of The Preparatory Semester and  
(117) hours of The (144) Hours of The Specialization Program

#### **1999 -2001**

Commercial Secondary Institute  
Marketing Section.  
GBA: 89.01%

## Practical Experience

**2019- Present**

**Free Lancer**

**Legal Agent**

- Legitimate representation of individuals and establishments in the courts. -
- Legitimate representation at official authorities

**2018-2019**

**Half Moon Beach Resort**

**Credit and Collection supervisor**

- Perform all responsibilities issued by the Direct Manager.
- Credit application review.
- Opening files to clients and applying the facility's compliance standards.
- Reviewing future bills and collecting them by phone and in the field.
- Communicate with troubled clients.
- Submit reports on clients to the credit manager.
- Submit monthly reports to the credit manager to take the necessary action against defaulting clients.

### **Globe Marine Services Group 2009 – 2017**

**2016-2017**

**Globe Marine Services – KAAP Operation Office**

**Government Relation In charge**

- Perform all responsibilities issued by the manager
- Representing the company at all governmental and private agencies operating in King Abdulaziz Port.
- Assigning responsibilities to government relations employees.
- Contacting customers to finalize any requirements with the competent government agencies.
- Cooperating with customs brokers and insurance companies regarding goods insurance policies.
- Ending all obstacles related to insurance after the occurrence of damage to the goods..

**2010 – 2016**

**Globe Motors (Sister Company – Globe Marine Services)**

**Administration Manger**

Perform all responsibilities issued by the manager and Direct administrative responsibility for:

- Buildings and facilities.
- Human Resources.
- Purchases.
- government relations.
- Collection and credit.
- Compliance Standards Enforcement.
- Legal representation of the company.

**2009-2010**

**Globe Marine Stevedoring Project - King Abdul Aziz Sea Port  
East Port Project  
Administration Dept. Assistant (Stevedoring Project) KAAP**

- Supervising the human resources in the project.
- Supervising government relations in the project.
- Provide support to the operations department of the project.
- Providing support to customs brokers (unloading operations - accident reports for goods).
- Compliance Standards Enforcement as per Contract and Port Operation Standards>
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**Language:**

Arabic – English

**Computer Skills:**

MS Office – Windows –Sap

**Training Certificate:**

- Secretarial and legal office management–2021.
- Pleading skills in the Courts – 2020.
- Contract Drafting 2020.
- Administrative Investigations 2020.
- Combating Money laundering and Terrorist Financing – 2020.
- Project Management consistent with PMI's A Guide to PMBOOK – 2020.
- Resolutions Mechanism for Tax Disputes – 2020.
- Fiqh rules in lawsuits and proof – 2020.
- Legal Practice skills – 2020.
- OSHA 30 hours course (a theoretical course in safety theories, provided by a trained OSHA certified trainer) - 2017
- Debt collection skills- 2016.
- Execution system - the Saudi judiciary - 2014.
- Shipping Maritime Documentation – 2006 (Special Course).
- Maritime Operations – 2006 – (Special Course).

**Future Planes :**

- Obtaining a job to apply the skills acquired from my practical and scientific experience .
- Completion of my undergraduate studies in law, which is expected to be completed this year.
- Developing Legal Skills.
- Self-development, practical and scientific during the next five years.
- Establishment of a legal facility.