

SUMMARY

Human Resources Management Professional Diverse more than 18 years of Administration and Human Resources experience spanning semi-government, startups, business consulting, oil/gas field , petrochemicals and multinational corporations. Deep understanding of multiple sectors of economy. Drives business performance, people and culture change, and transformation initiatives through encouragement and empowerment, and human capital management expertise. Leverages best practices, and regional experience to identify challenges to deliver sustained results. Overhauling the organization's Policies to reduce redundancies in:

- Training.
- Development.
- Manpower Planning.
- Budgeting.
- Recruitment from out and inside country.
- Supply cable for high company (Aramco, Sabic, Sec, Ma'aden Aluminium company, ect) from out and local country

A change champion, and high relationship management excited to explore new and better ways of positively improving the world of work and business, through transformational leadership. An approachable connector, engaging and accessible to coworkers with whom people sense the genuine interest in their personal well-being. Adding to that being a dynamic public speaker, engaging presenter with exceptional platform skills.

This is a responsible supervisory position that involves administering human resources policies, programs and practices: including planning, organizing, developing, implementing, coordinating, and directing. Duties include formulating policies and procedures for the Human Resources Department and recommending policies and practices to senior management as Documentation & Office Works, Review of documents transmittals ,method statements, and other quality related documents subject for review/ comments. .

- LOCATION** Dammam, Eastern Region, KSA
- EDUCATION** Bachelor of Arts in Business Administration from Arab Open University.
- LANGUAGES** Arabic My mother languages fluent
English (Comprehensive, Reading, Writing, Translation)
Urdu (Basic Conversational)
France (Basic Conversational)

**TRAINING
ATTENDED COURES**

Excellent in Power of Customer Service. Basic selling skills. Ability to work under pressure and determination succeed. Excellent communication and interpersonal skills. Have a good knowledge in Network & using E-mail. Have a good knowledge in Safety and security system. Have a good knowledge on oracles system. Able to organize and manage the Safety organization professionally & effectively. Self-

SAMI IBRAHIM AHMED AL SALEEM

CURRICULUM VITAE

motivated and dynamic person with strong analytical skills. Excellent in Communication, English Language and Computer literate. Excellent knowledge of Safety Procedures. Saudi Aramco: English Summer Course HR Specialist, Training Of Trainers (TOT), labour Office system, Personal Patterns Certificate of the GOSI Insurance. The British Council: The Elementary level 1. Excellence Customer Service: Feelings Customer Service System. ELS Language Center: ELS 102A English Course. **ICDL Start Certificate:** Basic Concepts Of Information Using the Computer and Managing Files Word Processing Information and Communication **Sigma Paints:** Basic Selling Skills, Telephone Skills at Work, Time Management, The Power of Customer service, Introduction to Paints, Sigma Paints Technical Modular Program 1. **COMPUTER SKILLS:** Using most Microsoft Windows software's, such as Word, Excel, Power Point, Outlook and Access. Use software subsystems. Use Oracle, ERP, SAP Applications Technical. Interest: Reading Publications and magazine

PROFESSIONAL QUALIFICATIONS

my valuable experience has been gained in a demanding and challenging work Environment where I have acquired the following skills:

Plan and managed departmental functions.

Participate in teaching, research, service and extension activities..

Preside general meetings of the department.

Coordinate with the HR recruitment processing of new professor or faculty.

Recommend improvements in the department.

projects coordinator, Exports & ReExports for pipe fitting.

Administration Manager,

Assistant Admin Manager and General Supervision of Personnel,

Coordinator of all marketing activities (retail & direct sales) in the province EP , Sales, Retail Support,

Customer Service With extensive experience in the field of Sales and power of customer service and

HR/Administration dept. for A **Key responsibilities:** Develops and administers an effective recruitment program.

Prepares, recommends, and maintains records and procedures for controlling personnel transactions and reporting personnel data. Designs personnel forms and directs the maintenance of personnel records by all departments. Proposes, publishes, and administers HR Policies and Procedures. Conducts salary surveys.

Administers classification programs, which includes classifying and reclassifying positions, and writing job descriptions. Accepts all applications and works with applicants and department heads; administers typing tests, spelling tests, etc., as required. Processes all new employees and all change-of-status forms. Maintains permanent personnel records. Conducts orientation programs. Coordinates grievance panel nominations, hearings, and activities. Responsible for labor relations. Monitors performance appraisal programs. Coordinates risk management program. Coordinates safety programs. Maintains complete attendance records. Monitors workers' compensation claims and coordinates work between employee and insurance carrier.

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Administrative business and government relations:-participate in the formulation of the organization's vision, mission, values and seek to deploy and deliver these pulmonary, Mission and Values to all employees of the institution and motivate them to sober effective part of the vision and mission.

-Participate in the preparation regulations, regulations, procedures and policies for all departments of the institution, including organizational structures always updated, and update job descriptions for all the functions of the institution.

-supervision of the identification and use of performance measurement for all functions of the organization and follow-up and coordination with departmental managers to use Alade productivity indicators and measurable indicators.

-participation in identifying and clarifying the documentary cycle (workflow (between all departments in partnership with the departments and development and modernization of the documentary cycle to ensure the safety and ease of work and in order to prevent overlapping of powers and responsibilities among the various departmental directors.

-seek always to (automation) work.

-coordination and management of the regular meetings (weekly, monthly etc ...) your organization.

-responsible for informing all employees of administrative decisions after its adoption.

-directing all administrative services to support the project management in the conduct of business projects and improve achievement rates and raise revenue.

-Coordination with banks and funding sources for credit facilities.

-follow-up library services and ensure the continuity of these services in order to serve to increase productivity and reduce administrative costs also include follow-up of library services at project sites.

-follow-up contact with all kinds of services, as well as internal and Internet and continue to provide communication services to the offices of web sites projects.

-follow-up services, fixed assets such as real estate, cars, equipment and machinery and ensure regular maintenance.

-follow-up of various utility services such as reception and buffet, housing and hygiene, safety and security and Aharash to project sites and warehouses, as well as water and electricity services.

-follow-up booking and travel, transportation and relocation services.

-follow-up recreational and social services and seek to strengthen the members of the Foundation thread.

-follow-up medical insurance and auto insurance, property insurance and government projects and social insurance services.

-follow the work of secretarial and Archive.

-constipation and save documents, licenses and commercial register and other official documents and follow up the first renewal Powell.

-monitoring the implementation of administrative affairs, reviewed and distributed to other units Algdaria Bamoossh including the provision of all forms and documents, and the documents necessary to make sure that they are saved and used in the right way and circulation.

-overseeing the development of information materials and publications.

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- constipation and follow-up of financial trusts (cash), which acted for the projects audited and filter your bills and coordination with financial insidious about the receipt and delivery of financial covenant (cash).
- follow up all enterprise transactions with various government agencies and ensure the speed of delivery.
- follow-up to the financial extracts with government agencies.

- follow all employees transactions with government agencies (Labour Office, passports, insurance, traffic, Chamber of Commerce, and others.

- Enterprise representation in official meetings p government agencies authorized by the Director General.
- follow-up purchase tenders from government agencies (in coordination with the Engineering Management) and the follow-up bidding and attend the bid opening sessions.

- follow the receipt and delivery of documents and correspondence with government agencies.

The work of the Human Resources and Personnel:

- preparation of plans and programs necessary to raise the ratio of Saudization in line with the requirements of the Ministry of Labor regulations and to ensure that the institution is always in the green band and looking forward to getting on the excellent range. And coordination with the Human Resources Fund.
- assembly plans and the needs of the institution of the workforce, and develop a plan to secure the requirements approved by the recruitment, training, promotion, transfer, and submit them for adoption by the powers and according to senior management in advance of the budget office system.
- Checking job applications in terms of compliance to specifications and Budget approved, approval and converted to rely on the list of powers.
- follow-up in terms of employment policies and advertising, screening, testing, hiring and mentoring primitive and installation procedures requests, according to the instruction manual, policies and personnel procedures approved.
- Set up training programs for employees on long-term cooperation with the Director General of the Foundation's annual and training programs.
- overseeing the implementation of the training according to the approved plan and make sure to achieve the objectives, programming and the timing of the issuance of the staff evaluation reports in a timely manner, and audit and review recommendations on bonuses and promotions dates (and penalties) in terms of legality and conformity with the policy and with the appropriations approved them.
- make recommendations to develop or modify policies and procedures for recruitment and staff, in the light of the overall objectives and working conditions and in accordance with the powers and procedures and the preparation and modification systems.
- assess the overall performance of the employees in accordance with the evaluation model in coordination with officials of the departments and make recommendations negative and positive aspects to be discussed.
- follow-up visa and letters of support issued by the official authorities.
- follow-up and monitoring devices attendance and leave systems.

-overseeing all business affairs department staff.

| Functional relationships | |
|---------------------------------|--|
| 1 | In constant contact with all the officials in the organization to assist them in the implementation of policies, regulations and procedures adopted for Administrative Affairs and advise them in all the necessary aspects of the application of labor and labor law. |
| 2 | In constant contact with the general manager or chief executive to inform them of the progress of implementation of policies, regulations and procedures accredited institution and their effectiveness. |

EQUIPMENT

Switchgears, Transformers, Motors, Control Panels, Wire&Cables ,Instrumentation Cables , PVC/XLPE/EPR Insulated,Fieldbus Cables,Thermocouple Extension Wires,Thermocouple Extension Wires,High temperature ,MICC cables,Power Cables (LV, MV),XLPE/ EPR Insulated,Power Cables(LV, MV) XLPE/ EPR Insulated, Metal Clad Cables,Power & Instrumentation,Metal Clad Cables,Power & Instrumentation,Optical Fiber Cables, Optical Fiber Cables, Junction Boxes and Control stations: Hazardous & Safe area,Junction Boxes and Control stations: Hazardous & Safe area, Flexible Cable & Pipe Seals (Multi-Layer cable transit system(Industrial Back up and support,PWM Uninterruptible Power Supplies (UPS)Ferro resonant Industrial UPS.

IDEALINK and its Partners:

The Okonite Company, Dekoron Wire & Cable LLC, Oman Cable Industry, Roxtec International, ROSE Systemtechnik Gmbh, Middle East Fiber Cable Manufacturing Co, Ametek Solid state control.

Work Experience:



(Alkifah Contracting Company) 2019 to 2021

Job Description: Human Resources Manager

Summary Job Description:

Manpower Planning and Recruitment:

- To ensure manpower planning exercise is in line with the business goals of the company.
- Responsible for developing a cost effective manpower planning chart ensuring optimization of resources for all functions.

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- To conceptualize, create and ensure implementation of recruitment strategy, to launch new initiatives to help in easy and cost effective sourcing; to analyze competitors & their activities.
- To manage manpower cost vis a vis profitability of the company, ensure most competitive resources are attracted in the budgeted cost.

Succession Planning Management:

- To design and develop succession planning for a seamless transition of the company's leadership from generation to generation.
- To proactively ensure development of second line leaders and empowerment, transparency in operations.

Employee Retention and Attrition Management:

- To design proactive retention strategies, ensure attrition for top talent is at the minimum.
- To review retention policies timely and ensure implementation at all locations.
- To guide and manage the overall attrition and ensure strategies for retention are implemented in all functions and locations.
- To develop best practices approach for minimizing employee turnover at all locations.

Change Management:

- To strategize, direct and ensure timely and correct implementation of new policies and procedures which are in line with the business goals.
- Provide leadership, strategic direction and establish guidance for the administration of HR, benefits, and payroll.
- Define HR business system-dependent schedules procedures Payroll, HR, Benefits, including holiday schedules etc.
- Develop open and transparent communication channels in the organization and ensure translation of policies and procedures to the last level.

People Management:

- Responsible for proactive communication with senior management on the performance of personnel and development of a reward structure.
- Responsible for obtaining Senior Management Team approval and funding for proposed strategies and plans and welfare projects.
- To create an empowered and enjoyable workplace, and performance based culture , stay abreast with the latest in human resources globally and implementing the best people management practices
- Responsible for critical interfacing internally with all departments and functions.

Industrial Relations Management:

- To develop processes which ensure compliance at all
- To ensure all legal proceedings are completed for court cases related to employee grievances timely.
- Respond to and resolve difficult and sensitive employee inquiries and complaints.
- Plan, direct, coordinate, through subordinate level managers, the department's work plan; assign projects and responsibilities; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Design and develop training and development function, ensure training strategy is being implemented by training manager effectively.

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- Oversee and participate in the development and administration of the department annual budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Ensure that all functions within Human Resources function is delivering service at excellent customer service levels.
- To ensure all legal proceedings are completed for court cases related to employee grievances timely.
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- Ensure that all functions within Human Resources function is delivering service at excellent customer service levels.

Compensation & Benefits:

- To design and develop employee friendly, fair and equitable compensation policies.
- Overview compensation and benefits function, including developing and implementing appropriate compensation and reward strategies, conducting external benchmarking exercises, recommending relevant changes to the compensation policies and practices, and administration of compensation benefits.
- Constantly evaluate the effectiveness of overall compensation as also various incentive, R&R and retention plans and modify wherever necessary.
- Identification of the Training Needs.
- Annual Training Plan (WI Training Form No. 2)
- Human Resource Plan
- Staff Tracking Reports Sheet
- Vacation & Exit Plan
- Staff Demobilization / Mobilization Plan (Recruitment Plan)
- Manual Labors Demobilization Plan
- Issue New Iqama and Renewal tracking sheet (Government Affairs Flow)
- Annual Organization Chart with Evaluation Plan
- Flow up for all Gosi and medical claims & Saudization plan for overall projects.
- Flow up payroll Sheet review and finalize.

Key Accountabilities:

- Check the two weeks look ahead schedule and monthly look ahead schedule to achieve the target given by the planning engineer
- All the quality parameters like CAN, QAN & NCR to achieve the required quality

- Prepares site visit reports, prohibition notice to avoid safety violations and keep the project on scheduled planned
- Organize internal progress meeting with P.M., C.M. & all the construction team members to be update with project requirements.

 **M.R. Al-Khathlan Co Contracting** 17th Nov 2015 – Present Dammam,
Job Description: Human Resources manager Upgrade Sulfur Handling & Export Facilities at Berri Gas Plant

Summary Job Description: This is a responsible supervisory position that involves administering human resources policies, programs and practices: including planning, organizing, developing, implementing, coordinating, and directing. Duties include formulating policies and procedures for the Human Resources Department and recommending policies and practices to senior management.

(Alfarid Contracting Est.) Oct2014– Sep2015 khobar

Job Description: Administrative Affairs and Human Resources manager

Summary Job Description: Development of plans and policies governing the work and supervise the implementation to achieve the set objectives and provide a channel of communication between senior management and other administrative units in the organization and follow-up of all the administrative business institution, and Alghrav on the agenda of human resources and administrative affairs. Help departments and managers to develop and implement policies and procedures related to these departments.

Administrative business and government relations:

- participate in the formulation of the organization's vision, mission, values and seek to deploy and deliver these pulmonary, Mission and Values to all employees of the institution and motivate them to sober effective part of the vision and mission.
- Participate in the preparation regulations, regulations, procedures and policies for all departments of the institution, including organizational structures always updated, and update job descriptions for all the functions of the institution.
- supervision of the identification and use of performance measurement for all functions of the organization and follow-up and coordination with departmental managers to use Alade productivity indicators and measurable indicators.

- participation in identifying and clarifying the documentary cycle (workflow (between all departments in partnership with the departments and development and modernization of the documentary cycle to

ensure the safety and ease of work and in order to prevent overlapping of powers and responsibilities among the various departmental directors.

-seek always to (automation) work.

-coordination and management of the regular meetings (weekly, monthly etc ...) your organization.

-responsible for informing all employees of administrative decisions after its adoption.

-directing all administrative services to support the project management in the conduct of business projects and improve achievement rates and raise revenue.

-Coordination with banks and funding sources for credit facilities.

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-follow-up services, fixed assets such as real estate, cars, equipment and machinery and ensure regular maintenance.

-follow-up of various utility services such as reception and buffet, housing and hygiene, safety and security and Aharash to project sites and warehouses, as well as water and electricity services.

-follow-up booking and travel, transportation and relocation services.

-follow-up recreational and social services and seek to strengthen the members of the Foundation thread.

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-preparation of plans and programs necessary to raise the ratio of Saudization in line with the requirements of the Ministry of Labor regulations and to ensure that the institution is always in the green

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- Checking job applications in terms of compliance to specifications and Budget approved, approval and converted to rely on the list of powers.
- follow-up in terms of employment policies and advertising, screening, testing, hiring and mentoring primitive and installation procedures requests, according to the instruction manual, policies and personnel procedures approved.
- Set up training programs for employees on long-term cooperation with the Director General of the Foundation's annual and training programs.
- overseeing the implementation of the training according to the approved plan and make sure to achieve the objectives, programming and the timing of the issuance of the staff evaluation reports in a timely manner, and audit and review recommendations on bonuses and promotions dates (and penalties) in terms of legality and conformity with the policy and with the appropriations approved them.
- make recommendations to develop or modify policies and procedures for recruitment and staff, in the light of the overall objectives and working conditions and in accordance with the powers and procedures and the preparation and modification systems.
- assess the overall performance of the employees in accordance with the evaluation model in coordination with officials of the departments and make recommendations negative and positive aspects to be discussed.
- follow-up visa and letters of support issued by the official authorities.
- follow-up and monitoring devices attendance and leave systems.
- overseeing all business affairs department staff.

| Functional relationships | |
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| 1 | In constant contact with all the officials in the organization to assist them in the implementation of policies, regulations and procedures adopted for Administrative Affairs and advise them in all the necessary aspects of the application of labor and labor law. |
| 2 | In constant contact with the general manager or chief executive to inform them of the progress of implementation of policies, regulations and procedures accredited institution and their effectiveness. |

AT, SAUDI NETLINK CO. Dec 2012- May2013, khobar.

Job Description:projects coordinator

8588,2630, Dahiyat Al Malik Fahd Dist. Dammam 3251 Kingdom of Saudi Arabia

Cell phone: +966557701585
Saudi Id No. (1023135104)

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Administrative Professional / Project Coordinator with a positive team approach. Proven experience in effectively interfacing with all levels of management, employees, other departments and external vendors. Areas of strength include professionalism, high level organizational skills, detail oriented, multi-tasking capabilities, telephone etiquette and ability to adapt to change. Extensive experience in the use of computer software:

- | | | |
|---|--|--|
| <input type="checkbox"/> Microsoft Windows | <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Outlook | <input type="checkbox"/> Data Processor | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Data Entry | |

Operations Project Coordinator

- ☑ Provided daily updates of production tracker with work completions analyzed and re-evaluated remaining production in accordance to priority and availability.
- ☑ Generated worksheets to streamline process and disseminate directives to peers.
- ☑ Drove vendors and peers to complete projects in alignment with goals.

Maintained performance reports for historical analysis and timeline management, Identified collocation sites and acquire permissions and make-ready, Spearheaded real-time solutions to productivity bottlenecks, Excellent in interpersonal, verbal and written communication skills, Proficient in MS Project, Excel, Word, PowerPoint, Proficient in understanding the client requirements and managing a program accordingly, Awareness of financial analysis and budget management, Reporting – (excel based) forecasting, trending, administration.

What are my responsibilities?

Project Coordinator, Assist with planning projects, Assist with project documentation, Ensure all commitments are met in accordance to the goals and objectives of the project, Prepare reports on project financial aspects and progress, Manage and coordinate change activities, Assist with project closure activities, Coordinate all relevant departments' activities to ensure smooth flow.

AT.,GEACAT.Co. FOR DRILLING /OIL (OFF/ON SHORE) FEILD

Dec 2011- Dece2012 khobar

Job Description Administration Manager

- CORE TASKS:
- 1 Planning needs of human resources, budget preparation and employment.
 2. Appointment (employment) and to engage in employment:
Procedures for the appointment / recruitment of permanent and temporary staff, trainees and online pseudonyms, and employment, and to engage in employment, residence procedures, keeping passports
 3. Salaries and benefits:

Salaries by grades, salaries and cash benefits, benefits in kind and allowances, and other benefits.

4. Career advancement:

Development and performance appraisal, promotion, salary increases and bonuses, transportation and assignment, secondment and assignment task.

5. Hours and holidays:

Working days and hours, annual leave, sick leave, holidays and other emergencies.

6. Job duties and disciplinary actions:

Job description and job duties, complaints and suggestions of staff, and disciplinary actions.

7. Separation:

Separation, and the final settlement.

8. Other services:

Certification of staff, loan applications and other services.

RESPONSIBILITY: Preparation of the administrative structure at the facility.

- Save data and employee information and maintain their records.
 - Contracts for staff and termination of each contract.
 - The introduction of benefits and keeping a record of the movement of staff salaries.
 - The introduction of advances and deductions employee and follow up automatically with the movement of salaries.
 - Entry qualifications and expertise of staff.
 - Various reports and detailed employee data.
 - The ability to sort columns, change fonts when you extract the reports.
 - Statistical reports of the number and percentage of staff.
 - Ability to migrate all reports to Excel.
 - enter and maintain data, photographs and documents of staff.
-
- Print form passport (issuance and renewal of the establishment ... exit and return, ensure the transfer, as well as continued ...).
 - Record all kinds of staff leave (annual, sick, etc... compelling.
 - find out when the leave entitlement, and the dates of return of licensees.
 - Calculation of benefits and leave of staff and travel tickets.
 - End of service benefits calculated according to the system Labor Office.
 - Calculation of social insurance.
 - Print detailed data on each employee.
 - Insert a picture card and print the employee for the employee.
 - Preparation and processing of letters and forms for the facility.
 - enter data and documents established formal and alert prior to its powers.

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CURRICULUM VITAE

- The introduction and processing of employees' salaries.
 - Calculation of the delay, and absence from work.
 - Reports and statements marches salaries by departments and sections.
 - Statistical reports and graphs for the movement of monthly salaries.
 - Extraction of the salaries of staff of the Bank and carried over to Excel.
 - Print receipts for salaries for staff.
 - Assessment of staff and linking the foundations of evaluation functions.
 - The possibility of introducing additional outside payroll reports with detailed and summarized them.
 - Screen for the work especially the system settings and system files, and basic control.
 - Calculation of the end of the year for staff.
 - A special program for the work of the powers of the users.
-
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 - Calculation of the end of the year for staff.
 - A special program for the work of the powers of the users.

AT, Sigma Paints Saudi Co. Ltd. Dammam

Job Description:projects Retail Customer Service: Dec 2001 to OCT, 2006 Area marketing coordinator Oct 2006 to Dece 2008

DEPARTMENT

8588,2630, Dahiyat Al Malik Fahd Dist. Dammam 3251 Kingdom of Saudi Arabia

Cell phone: +966557701585
Saudi Id No. (1023135104)

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CURRICULUM VITAE

Sigma is a worldwide leading company. The main Factory is located in Dammam First industrial area. It produces various paint products. Currently, the company is running different development in which it is expecting a remarkable trend.

- **Retail Supporting.**
- **Customer Service Sales.**
- **Average monthly villa sales more than SR 80,000 thru dealers.**
- **Can fulfill a complete system for Villas and Houses applications pints system and also projects.**
- **Make evaluation of the safety requirements for paint applicators.**

Familiar with give a protecting system for any project.

ROLE

- **Marketing & sales** Coordinator of all marketing activities (retail & direct sales) in the province EP

RESPONSIBILITY

- Responsible to coordinate the preparation, organization and implementation of all marketing activities directed from the HQ marketing dept. and the individual branch.

CORE TASKS

- Visit dealer shops on a regular basis for auditing purposes.
- Prepare and implement actions for opening of new dealer.
- Monitor ongoing MKT. Promotions to ensure proper implementation.
- Prepare and implement product promotions in consultation with product manager and retail marketing

Monitor shop designs and layout according to the standards set by the MKT.

CORE TASKS

- Prepare and organize dealer shop upgrading and ensure tidiness of the dealer shops.
- Coordinate training for dealer staff and painters training (retail and direct sales)
- Ensure updating of the distributor's database.
- Prepare and implement the dealer staff incentive program in the respective
- Provide feedback about competitor's shops. New promotions. New products discounts and bonus schemes, etc.
- Provide feedback to MKT. Dept. and Branch area manager from sigma dealer.
- Ensure smooth operation of the color network.
- Implement marketing studies related to and/or direct sales.
- Coordinate seminars related to retail and/or direct sales.
- Coordinate PR visits to Dammam for consultants/Government officials/contractor.
- Coordinate branch related activities related to S3A program
- Coordinate dealer trip/contractor trip.

SAMI IBRAHIM AHMED AL SALEEM

CURRICULUM VITAE

AT, Sahara Network. 07 April 2000 to 30 Dec 2001 Dammam

Job Description:projects Telephone Operator & Support services.

<https://www.linkedin.com/in/sami-al-saleem-551b8a30/>