

CV of Salah Aboud S. Baragaba

Personal Information

Name: Salah Aboud S. Baragaba
Gender: Male
Nationality: Saudi
Date of birth: 10/12/1385H
Civil ID No.: 1054726201
Martial status: Married / 4 children and wife
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Objective of application

I am looking for a more challenging job in a good and professional environment in the field of Personnel Administrative and Government Relations kind of work or any other field fits my qualifications and experience so that I can improve and develop my skills, knowledge and capabilities.

Work Experience & Employment Records

2010 up to 2021

Employee: Jenan Real State.

Position: Government Relations Coordinator.

Duties:

- Supervision of all recognized acts of Government Relations affairs.
- Supervision of all recognized acts of Human resources affairs.
- Responsible of all online Government services such as Muqem, MOL, MUDAD, GOSI, FASAH, MOI, Chamber of Commerce, MCI, MOJ... etc.
- HR admin. Assistant.
- Prepare reports as required by HR.

2001 up to 2010

Employee: Sunset Beach Est. (FAMA Holding Group of Companies).

Position: Government Relations Coordinator.

Duties:

- Joined the Establishment as an **Administrative Assistant**.
- Promoted to **Personnel supervisor** of Sunset Beach Est. and FAMA Holding Group of companies (E.P. branch) as well.
- Promoted to **Government Relations Coordinator** of Sunset Beach Est. and FAMA Holding Group of companies (E.P. branch) as well.
- In charge of Government Relations (section of Human Resources Department).
- Responsible for all liaison with passport Offices, Labor Office, Traffic, Customs, Ministries, etc..;
- Guidance and supervision with the Government Relations Representatives to deal with all government transactions, procedures and formalities related to expats (over 500 employees), i.e., tracing the expiry dates of residential ID (Iqama), work permits and preparing the renewal requirement.
- Responsible of modify (adding/deleting) expats and citizen's employees' record at the Labor Office as well as keeping track of the Saudization percentage.
- Issuance of electronic single exit/re-entry visas and final exit visas using "**Muqem**" system.
- Supervise the processing of all other governmental procedures and formalities such as renewal of company vehicle's registrations, vehicles driving authorizations, etc..;
- Renewal of all company governmental permits and commercial registrations as well as Chamber of Commerce membership.
- Documentation and arrangement of business visit visas and work visas as per requirement.
- Preparing all necessary documents for overseas recruitment.
- In charge of all related governmental process of Vessel "MOUJ" (owned by HPP Fahd bin Abdullah Al Saud - SSB owner).
- Preparing the necessary documents and follow of all SSB, FAMA and SSB owner personnel sea freight and air freight shipments.
- Provide assistant to staff through their departments in line with Company Policy and applicable Saudi Law.
- Contacts foreign missions if necessary.
- Updating employee's governmental record system in general as well as filing.
- Prepare reports as required by the HR director.

1997 to 2000

Employer: Dallah Al-Barakah Holding Co. (Saudi Aramco Project).

Position: Planner/scheduler.

Duties:

- Joined as a Maintenance Call Desk in Saudi Aramco Hospital (Dhahran) and Core area (Eng. And Tower Bldg.).
- Receiving maintenance emergency calls and assigning jobs accordingly using Aramco **SAP** system.
- Promoted as a **Planner/scheduler**.
- Scheduling and follow up minor and major projects using Microsoft Project in Core area and the medical center.
- Assigning the percentage completion for both major and minor projects in Core area.
- Preparing daily and monthly reports for Saudi Aramco project managers as required.

1987 to 1987

Employer: Alalamiya Electronics Co.

Position: Personal Computers Salesman.

Duties:

- Personal computers (Sakhar) sales representative.
- Attending customers to choose the appropriate computer for their children.
- Attending customers to choose the appropriate educational computer programs.
- Preparing reports as required.

1983 to 1983

Employer: Riyad Bank.

Position: Teller.

Duties:

- Verify the identity of customers and process requests for deposits to and withdrawals from patron accounts.
- Preparing reports as required.

Education

- Al-Zubair ibn Al-Awam intermediate school (2nd year).
- Inb Al-Haitham elementary school.

Training & Short courses

- Almost 1 year English language courses from “The English Language Center” located in United Kingdom (Brighton/Hove).
- Microsoft approved course in MS Windows 2000 Network and Operating System.
- Microsoft approved course in MS Windows 2000 Professional and Server.
- BASIC-1 Programming Language Course.
- Introducing & Operating of Micro Computers.

Skills & Capabilities

- **Language:** English reading, writing and speaking plus Arabic mother language.
- **Computer:** Excellent skills of operating computer applications.
- **Others:**
 - Selected to work with the Allied Forces during the Gulf war as an interpreter with the POW's (prisoners of war) in Kuwait and Iraq.
 - Worked with my father (may God have mercy on him) in Real Estate field by follow-up with tenants regarding the collection of rental income.

- **I here by declare, that all the information given above is true to the best of my knowledge and belief.**