

RESUME:

Personal Details

First Name : Ahmed
Med. Name : Mohammed
Last Name : Al-Hodar
Place of Birth: Dammam City, KSA
Date of Birth : 8th July, 1980
Family Status: Married
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GRO-Aram co Coordinator

I am talented and hard-working person with excellent experience in Government works filed (GRO) and Aram co arrangements works (coordinating) using Websites access & manually .Highly organized, having experience of around 6 years in KSA, with strong inter-personal communication skills, Acquired abilities to deal with people at all levels and take independent decisions in high-pressure environment. Ability to plan new procedures, ready for long term association, which required skills and knowledge.

Desired Positions

Admin. & Assistance, GRO, Aram co Coordinator.

Work Preferences

Desired Salary	-----
Availability	Immediate
Desired Job Type	Any Type
Can Travel for Work	Moderately
Highest Education Level	High School
Current Location	Saudi Arabia
Willing to relocate?	No
Residency / Visa location	Authorized to work in this location

Experience

GRO

- *pass Port Dept.
- *Labor Office
- *GOSI
- *STC
- *Foreign Affairs
- *Traffic Dept.
- *Chamber of commerce

Human Resources

- *Crew shifting arrangement
- *Employees Document control
- *Using SADAD online banks System

Aramco Coordinator

- *Prepare for Gate Pass
- *Issue of Aramco Employees IDs
- *Issue of Aramco Vehicle Sticker
- *Issue of Aramco Truck Sticker.
- *Issue of Aramco Heavy Equipment's Aramco License
- *Issue of Temporary Gate Pass& IDs

Courses

- *Introduction to Human Resources Functions
- *Executive Assistant Series – Positive Interaction
- *Executive Assistant Series – Practice MS office Skills
- *Executive Assistant Series – Communicate Effectively
- *Work Ethics and an Introduction to Labor Culture
- *Basics of management
- *Key Negotiation Skills
- *Risk management
- *Testing of Construction Materials (CONCRETE TECHNOLOGY)
- *A Certificate of English Courses
- *A training course to explain the Social security system Organization by the Social Insurance Office in the Eastern Province.
- *Complete his role in the name of information security

Employment History

Fugro Suhimi LTD

01/2001 TO 01/2005

I can summarize my work responsibilities and duties as below:

- * Make Compaction to check destiny earth
- * Use the X-Ray after compaction
- * take sample form the concrete to check the pressure quality in the laboratory.

FIFA CONTRACTING COPMANY

Job Title GRO & Aramco Coordinator (01/2006 TO 04/2007)

- *Work inside Aramco in ADMIN Building for Aramco Employees For (renewal them Saudi passport, Saudi Driving license and Renewal Iqamah for housemaid with driving license to The drivers)

Precision Drilling Services Company Members of Weatherford International GROUP – Khobar, KSA.

Job Title GRO & Aramco Coordinator

07/2008 TO 31/ 2011

I can summarize my work responsibilities and duties as below:

- § Issue and renewal all company certificate & licenses.
- § Issue and Renewal employees' official paper with all government directions.
- § Stamping, Attesting and confirming the company contracts, visas ...act from the required government directions.
- § Making the proper documentations for the employee's issues and company's official papers.
- § Managing Aramco requirements from company regarding to company profile with them.
- § Preparing, Issuing, following and closing all company matters with Aramco, such as Gate pass, IDs, Portal Access, temp. Pass for employees, vehicles and

equipment's, stickers, license, by all available resources whether with extra net or manually.

Tidewater AL-Rushaid company Ltd (TDW AR).

Members of AL RUSHAID GROUP Khobar, KSA.

Job Title GRO & Aramco Coordinator and Aramco Marin in Ras Tannorah AND Tanajib

I can summarize my work responsibilities and duties as below:

§ Preparing and following all government issues by online websites.

§ Issue and renewal all company certificate & licenses.

§ Issue and Renewal employees' official paper with all government directions.

§ Stamping, Attesting and confirming the company contracts, visas ...ect from the required government directions.

§ Using the banks channels to settle all company required payment (SADAD System).

§ Making the proper documentations for the employees issues and company's official papers .

§ Managing Aramco requirements from company regarding to company profile with them .

§ Preparing, Issuing, following and closing all company matters with Aramco , such as Gate pass , IDs, Portal Access , temp. Pass for employees, vehicles and equipments , stickers , license , by all available resources whether with extra net or manually .

Drigados Gulf Contracting COPMANY

Job Title GRO & SABIC Coordinator in Jubail

*Prepare gate pass for employees, cars, Truck and Equipment to work in field and Supervisor of workers

Air Products LTD

Job Title HR &GRO & Aramco Coordinator

04/2016 TO 08/2017

Can summarize my work responsibilities and duties as below:

§ Meet with all Managers in Kingdom of Great Britain to Discuss about:

* Issue and renewal all company certificate & licenses and meet layers to process the license if needed.

§ manage the invoice for suppliers in office file and record that in excel sheet for office review

§ involve in hiring new employees by interview and discuss them C.V

§ make request for visit visa and follow the expiry visa

§ visit any embassy in Riyadh if there any problem to issue visit visa

§ meet with Aramco group for issue Aramco id with Aramco car sticker for any project .

§ follow the medical card issuing for employees and for issue new iqamah

§ process request to labor office to get new iqamah and follow the processing with embassy until the employee arrive to Saudi country to get his new iqamah .

Alkathban Engineering Consulting Office

Job Title HR &GRO & Aramco Coordinator

01/2017 TO 11/2018

Issue and renewal all company certificate & licenses and meet layers to process the license if needed.

§ manage the invoice for suppliers in office file and record that in excel sheet for office review

§ involve in hiring new employees by interview and discuss them C.V

§ make request for visit visa and follow the expiry visa
§ visit any embassy in Riyadh if there any problem to issue visit visa

§ meet with Aramco group for issue Aramco id with Aramco car sticker for any project.

§ follow the medical card issuing for employees and for issue new iqamah

§ Process request to labor office to get new iqamah and Follow the processing with embassy until the employee Arrive to Saudi country to get his new iqamah

Qualifications

Completed	Institution	Degree / Qualification
2000	Saihat High School, KSA	High School