

MOHAMMED ABDULLAH AL GHADIR
DATE OF BIRTH: 03/13/1991
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CAREER OBJECTIVE.

To work in a company that will enable me to implement my academic and professional training experience to achieve the company's objectives.

QUALIFICATIONS.

ACADEMIC BACKGROUND

1. **Bachelor of Business Administration, Management Idaho State University** (Graduation May 2019)
2. **Change Management** (Pocatello – PDC) 2016
3. **Strategic Management** (Pocatello – PDC) 2015
4. **SAP and Enterprise Software** (Pocatello – PDC) 2016
5. **OSHA 10-hours** (Pocatello – OSHA) 2016
6. **Human Resource Strategies and Methods** (Idaho State University – PDC) 2015

PROFESSIONAL EXPERIENCE

1. **Journey Management Coordinator (HSE)** - at AIMS International Company. I work as monitor of trucks trips for all contractors companies with Baker Hughes - Oil & Services Company:
 - Ensure that there is approval for each trip by mail.
 - Utilizing the " Mix Telematics," track vehicles and portable gear consistently and create a month to month report by Excel.
 - Guarantee that everybody leaving has finished all Journey Management rules.
2. **Logistic Coordinator** - at AIMS International Company. I worked as dispatcher with Baker Hughes - Oil & Services Company. Since 12-12-2019 till now with AIMS International Company.

VOLUNTEER

With Saudis In USA as Performance Management & Recruitment HR Since 01/13/2021 till now.

SKILLS AND ABILITIES

- Brilliant management skills as shown when I was a dispatcher. I was able to keep the department in order and everyone was satisfied with working there.
- Exceptional communication skills in English and Arabic. This was evident when I was a dispatcher as I could communicate the interests of the employees to the employers comfortably. Also, I could convey information from the top management to the employees.
- Superb leadership and teamwork abilities as manifested by how I handled issues at the department amicably.
- Excellent written and verbal communication skills.