



Mahboub Younis Al-Nasser

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Managerial Level Business Management Professional

*Accomplished in undertaking all phases of Legal Affairs, Public Relations, Administration, Operations, HR, Logistics, Customers Services, and Technical Field across **Private** and **Government** sectors. Dynamic Professional gained experience in **diverse professions and domains**.*

Seeking senior-level positions/roles that will provide opportunities for further professional growth with a reputed organization.

PROFILE OVERVIEW

- Hallmarked career of **+12 years** in diverse fields including Business Administration, Public Relations, HR, Purchasing, Logistics, C&F, Accounting, Customers Services, Technical areas, and Contract Negotiation
- Maintain the legal structure of an organization (legal recoveries, litigations, regulatory affairs & collections) with a view to safeguarding the company's business from legal risks
- Consultation skills in advising on legal matters, HR, logistics, operations, and client engagements for the benefit of the business as well as diverse functional units
- Problem Solver in resolving internal & external issues related to business crises, communications, and technical operations with an ability to work in a team as well as independently
- Skilled at managing the public relations aspect of a potential crisis while analyzing media coverage
- Prior experience included the overseeing maintenance functions (Deferent Fields Operations & Drillings) at Aramco field
- In-depth engagement in overseeing high valued litigations related to contractual/legal disputes arising in assigned projects
- Distinction in sustaining relationships with staff and management of business lines by facilitating the delivery of services (customer & HR)
- Dexterity to deliver reliable & well-informed advice on potential legal implications of business growth initiatives and projects
- Adroit in coordinating public relations functions to reach vital customer segments and market reach
- Understanding the evolving nature of diverse workforce complexities, legal obligations & PR processes to attain set corporate/business goals within agreed budgetary norms

Professional Traits:

- High degree of professional and emotional maturity along with analytical, presentation, problem-solving & interpersonal skills. Motivated in fast-paced environments while maintaining a high degree of accuracy
- Ability to manage multiple priorities through alignment of cross-functional teams in a highly collaborative environment
- Self-orientated and goal-driven working style in leading public relations concepts coherently to the management

SKILLSET

- Legal Affairs Management
- Business Coordination & Administration
- Reporting and Documentation
- Legislation Maintenance
- Legal Correspondence Reporting
- Public Relations
- Business Requirement & Gap Analysis
- Business Communications Management
- Diverse Team Coordination

WORK EXPERIENCE

Administrative & Human Resource Director

Wasi Steel Industries Factories Company | Sept 2023 - Present

- Oversees office operations and administrative staff members .
- Ensures that they perform daily office operations in a seamless and efficient manner.
- Hires, trains, and evaluates administrative team members.
- Improve efficiency, conduct evaluations of internal company processes.
- In charge of direct employee supervision.
- Collaborate with other managers to create effective processes in other workplace personnel structures.
- Offices Management .
- Review and improve administrative systems, policies and procedures.
- Set budgets, monitor spending and process payroll and other expenses.
- Determine other activities like (Public Relation especially , Safety , Logistic , Legal , Security , Camps , Service Support , Customer Relations , Transportation , Maintenance) and others which mention in Job Description belongs with this C.V .

Other Activities determine at Job Description which belongs with this C.V .

Legal Affairs & Public Relations Director / Board of Directors - Member

Emkan Holding Company | Jun 2020 – March 2022

Legal Affairs Department:

- Accountable for overcoming the major legal & contractual risks while managing critical litigation mechanisms in favor of the firm
- Successfully involved in legal seminars and events (internal & external), as per set instructions issued by the Director-General
- Actively conduct periodic meetings of the Legal Affairs Directorate and discuss timely issuing on the received facts and legislation areas
- Modify legal legislation records, build reputation identify gaps, and suggest result-oriented amendments to the management / BOD
- Keep a track of legal translations of legislation and legal correspondences that need to be translated into other languages
- Measure the performance of the Legal Affairs Directorate, and prepare the periodic reports within the Legal Affairs Department of a company
- Implement the investor and beneficiary satisfaction surveys and recommendations to senior management in the labor market

Administration Management:

- Develop drafts of the administrative decisions issued by the relevant departments in liaison with competent authorities
- Review the Arab & international agreements and internal system and penalties regulations to streamline administrative functions
- Suggest legal advice and support in all cases from various governmental departments, judicial bodies, and institutions
- Maintain registered investors' applications and archived electronically according to the system approved by the company
- Prepare periodic and annual reports on the activities and achievements of the department and proposals to develop its performance

Public Relations:

- Coordinate public relations activities and develop a marketing communications plans including strategy, goals, budget, and tactics
- Conduct market research for a better understanding of brand dynamics, target audience's requirements, and market opportunities
- Develop services provided by facilitating the procedures for obtaining & renew licenses within set timelines

Problem Solving and Business Liaison:

- Received complaints from investors and beneficiaries and pass the same to the relevant organizational units
- Resolved a wide range of customer requests in the branch area for the services provided by the Authority
- Handling complaints and inquiries of the beneficiaries of services to be provided in accordance with laws and regulations
- Harmonized with diverse authorities such as government agencies, companies, PR agencies, and committee
- Acted as a spokesperson for the company, executed customer requests, and organized the company's events and activities

PREVIOUS EXPERIENCES:

Administration Director

Saad Ali Al Essa Group Trading & Contracting | Mar 2018– Jun 2020

- Supervised office activities (recycling, renovations, event planning) to monitor costs, budgets, and expenses
- Ensured operations adhere to policies and acted as a member of the board meeting and other meetings
- Managed administrative budgets, corporate relationships, and operating expenses in coordination with HR and other departments
- Coordinated a wide range of administrative procedures and systems to streamline administrative functions and operations
- Monitored inventory of office supplies and the purchasing of new material with attention to budgetary constraints

Assistant Manager - Southern Area

Abdul Rahman Al-Otaishan & Sons Group Co. LLC | Aug 2016 – Feb 2018

- Managed a wide range of projects and attended regular meetings with clients or proponents (Aramco)
- Oversaw transportation, arranged trucks through-loading & offloading analysis
- Maintained reports through dispatchers, workshops and handled trucks, and attended meeting with all In-Charge of assigned projects
- Sustained client associations (Aramco Drilling) with Mr. Khalid Al Rashid – Contractor Support Supervisor and Drilling Manager Mr. Naif Al Ghafel, General Manager Mr. Omar Al Hosseini, and VP Engineering AbdulHameed Al Rushaid

General Manager

Arabian Yal for Industry, Trade & Contracting Co Ltd | Oct 2013 – Sep 2015

- Oversaw company facilities and their engineering managers and employees
- Conducted review meetings on a weekly & monthly basis on departmental performance, presentation, safety, housekeeping
- Attended meetings with customers across Saudi Arabia and Gulf Countries
- Traveled to European and Asian countries to sign contracts for buying a new machinery

Administration Manager

Al Kifah Building Material Company | Apr 2010 –Oct 2013

- Maintained administration process of the factory; led HR, purchasing, logistics, transportation, C&F, and Internal Auditor for ISO
- Sustained long-term customer & governments relations and exhibition of company products

Cashier & Banking Relations

Sheraton Dammam Hotels & Towers | Feb 2009 - Apr 2010

- Collected cash from respective internal sections and maintained reports on daily gains, currency exchange, and depositing revenue
- Monitored currency transfer for Suppliers and salary calculation & A/C transfer

ACADEMIC QUALIFICATION

- **Diploma in Accounting & Business Administration**
(Institute of Public Administration - Eastern Province (2005 - 2008))

TRAINING

- Prince Mohammed Bin Fahad Rehabilitation and Employment of Young People in courses of (English language, Computer Applications, and Communications Skills)
- Internal Quality Auditing (ISO 9001: 2008), conducted by National Inspection & Technical Testing Co. Ltd, Dammam, Saudi Arabia | Jul 2011
- Legal aspects of human resources management and investigation of labor violations from Najd Institute Trainings (24 – 28 Sept 2018)
- Scopes and new decisions in the labor market - From Alfaisal University (21 – 22 of May 2019)

IT SKILLS: Microsoft Office | ERP: EMIS

PERSONAL DOSSIER

Date of Birth: 23rd March 1986
Permanent Address: P.O. Box 30769 Al-Ahsa, Shogaig - 31982
Languages Known: English and Arabic
ID No: 1029085253
References: Available upon request