

MOHAMMAD FOUAD AL-SADEQ

OBJECTIVE

To obtain a challenging position in high quality business environment.

EDUCATION

- Advanced Diploma degree of Management in Human Resources and OH&S at **Martin College of Business, Technology and Design (Sydney, Australia)**.
- Diploma degree of Business in Human Resources at **Martin College of Business, Technology and Design (Sydney, Australia)**.
- Certificate IV in Business at **Martin College of Business, Technology and Design (Sydney, Australia)**.

WORK EXPERIENCE

[November, 2021 – May 2022]

- Logistics & Services Manager – in **Czech Saudi Medical CO.** part of (**Saihat Society for Social Services**). At Saihat.

[November, 2015 – December, 2019]

- Logistics Supervisor – in **Prainsa Saudi Arabia CO.** part of (**Eastern Province Cement Company – EPCCO**). At Dammam 2nd Industrial city.

[January, 2014 – December, 2015]

- Secretary / Administrator – with Project controls & Logistics department, in **JACOBS DCSA CO.** at **SADARA CO** which its part of **ARAMCO & DAWO CO.** (Chlorine & Brine Projects).

[March, 2013 – December, 2013]

- Travel Consultant in **Safari Travel** at AL-Khobar city.

[September, 2005 – Augus, 2008]

- Patient Services Administrator in Al-Imam Abdulrahman Bin Faisal Hospital. (**National Guard Health Affairs**) at DAMMAM.

[July, 2003 – June, 2005]

- Logistics Coordinator in **Alsharqiyah Fashion.**

RESPONSIBILITIES

- Coordinating the prior approval Form between the clients such as (ARAMCO, ROYAL COMMISSION) and contractors.
- Coordinating with the Management in determining the needs of employees and workers.
- Handling employment applications and arranging for candidates interviews.
- Following-up job applications through auditing and reviewing the credentials of the applicant.
- Handling leave procedure and system, and following up on absence.
- Following the work of publications, brochures and publications of the company, and greeting cards and mail.
- Handling the minutes of meeting with clients and contractors, taking their comments and notes and record it in a file.
- Preparing company celebrations in and out of the Kingdom.
- Preparing the weekly timesheet form & the labor correction form.
- Handling the punch list items in global program “Orbit”.
- Handling company Vehicles and equipment (Cars, Trucks & Cranes) maintenance and insurance.
- Coordinate and Dispatch rental (Trucks and Cranes) to company Clients such as (ARAMCO, ROYAL COMMISSION, SCECO, DAMMAM PORT, ALFANAR, NESMA and RIYADH METRO) Projects around kingdom of Saudi Arabia.
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Ensuring all stock is packaged appropriately and delivered to the correct location in a timely manner.
- Following the work responsibility with the Saudi Labor Office.
- Coordinating the daily & monthly record of affectivities with the work order request.

ADDITIONAL COURSES

[December 03, 2020]

- Certificate of Time Management and Effective Planning from Taqat Center & Sawaeed co. - Dammam, KSA.

[November 24, 2020]

- Making & Achieving Goals from Taqat Center & Sawaeed co. - Dammam, KSA.

[November 24, 2020]

- Effective Communication Skills from Taqat Center & Sawaeed co. - Dammam, KSA.

[November 18, 2020]

- Work Ethics & Introduction on Labor Law from Taqat Center & Sawaeed co. - Dammam, KSA.

[May 28, 2015]

- Certificate of Recognition from SADARA Co. - Jubail 2, KSA.

[February 11, 2015 – February 16, 2015]

- 30 Hours OSHA Course.

[April 15, 2013 – April 18, 2013]

- 30 Hours Amadeus Course.

[April 05, 2010 – April 05, 2010]

- Value Engineering Course (AVS).
- Saudi Student Club in Sydney, Australia.

[November 17, 2008 – November 13, 2009]

- Academic English Pathway (AEP).
- University Of Technology Sydney, Australia.

[March 31, 2007 – May 09, 2007]

- Idioms Course.
- National Guard Health Affairs in Dammam, Saudi Arabia.

[March 12, 2006 – April 18, 2006]

- English Grammar Course.
- National Guard Health Affairs in Dammam, Saudi Arabia.

[October 10, 2002 – October 24, 2002]

- Open Water Diver.
- Professional Association of Diving Instructors (PADI) in Qatif, Saudi Arabia.

TECHNICAL SKILLS

Familiar with:

- Microsoft Office.
- Prolog system.
- Orbit System.
- Amadeus System.

HOBBIES

Swimming, Diving, Computing and Traveling.

PERSONAL INFORMATION

- Marital status: Married.
- Nationality: Saudi.
- Date of Birth: 12-December, 1985
- Languages: excellent in Arabic & English (Writing, Speaking and Reading).

REFERENCES

Available upon request.