

Murtada Ali. Al Mansour

Personal Information

- Marital status: Married
- Nationality: Saudi
- Date of Birth: April 20, 1972
- Place of Birth: Qatif

Objective

Opportunity to apply my administrative experience in government, public relation, companies' transactions at a leading organization.

Education

Al Bassam Institutes

Graduated with a two years computer programs Diploma on 2005

Professional Experience

- **Masheed trading & transport Company from Feb. 02,2013**
 - 1- Collecting the documents from the procurements or accounts dep and checking that its attested and follow the customs role to submit the original to the clearance agent on ports, borders as well.
 - 2- Following all logistics issues within the company and outside.
 - 3- Represent the Company on all relating to the import export shipments such as shipping line, agencies, government, port authority and customs dep.
 - 4- following the rate of the clearance and transportation to be within the market and make sure to save the company profit.
 - 5- Receiving the Invoices from the clearance agent for checking then make the entry for payments.
 - 6- All letters require from port or customs and approvals
- **Al Khobar Enterprise Development Company; from Feb. 01, 2009 – present** working as a **Government Relation Administrator** with the following responsibilities:
 1. Following the government agencies to rid the transactions of the company and its employees.
 2. Review the rules and regulations of the company, implement and maintain copies of them.
 3. Take action on passports as requested by the issuance or renewal of residence permit, an exit visa and return.
 4. Take Action on the Labor Office as requested by the issuance of work permits and work visas.
 5. Take action on the Chamber of Commerce; Stamp letters and renewal of affiliation of Chambers of Commerce.
 6. Take action on the Ministry of Foreign Affairs complement of visa

procedures and the authentication request to the documents.

7. Review of municipal and mining licenses.

8. Follow up with of General Organization of Social Insurance.

- **Gulf Wara Construction;** from **August 2008** to **Jan. 2009**, working as **Administrator**.
- **Saudi Marketing Company (Farm);** from **Jan. 1, 2007** to **July 1, 2009** working as **Export & Import Officer**.
- **Ibrahim Al Jaffali & Brothers Real Estate;** from **April 1, 2001** to **Dec. 1, 2006** working as **Administrator**.

Awards received English Language Courses (from Basic to Fourth level), October 2004 – November 2005. (Al- Bassam Institutes)

Languages Fluent In both Arabic (Written and Spoken).

English (Basic)

Software & Websites Applications

- General Applications: MS Word, Excel, Outlook and Power Point, photo shop
- Websites of: GOSI online; SAGIA; Human Resources Development Fund; Passports Office Services.

Skills Team work, communication, and adaptability.

Hobbies Sport, Football, reading & Internet.

References All references are available upon request.