

# Mohamad hamoudeh

Office Manager to CEO/  
Projects Coordinator

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Jeddah, Saudi Arabia

## OBJECTIVE

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Experienced Office Manager and Project Coordinator with over 13 years of experience in administration, project management, and facility operations across reputable real estate and hospitality sectors in Saudi Arabia. Proven ability to coordinate cross-functional teams, manage logistics and documentation, and support executive-level management with a high level of professionalism and efficiency.

## EXPERIENCE

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Apr 2022- Apr 2025

**Premier Housing Real Estate Development CO ,Jeddah, Saudi Arabia**  
**Office Manager to CEO**

monitoring the performance and progress of staff.

communicating with other departments.

overseeing stock control .

maintaining standards of health and safety, hygiene and security in the work environment.

Receiving foreign shipments and following up customs clearance and all related procedures until they are fully received.

follow up on daily PO,s for projects .

follow up daily cash flows with the accounting department and Retrieving payments for projects. preparing 'claims for payment' for contractors of the projects and taking the necessary approvals to finalize the payment process.

follow up with the engineering offices for everything related to issuing building permits and finalizing designs for new projects.

follow up the letters and emails received from contractors and respond , after reviewing them with the CEO manager.

follow up the balance of the contractor's account and review it with the financial department.

finish all daily CEO requests.

preparing the 'financial extracts' of the contractors based on the work executed in the projects. creating requests for temporary and permanent electricity meters and following up the requests until the electrical service is delivered.

follow up with the notary public to finalize all the matters relating to, sorting the company's land.

follow up and create contracts with the Purchasing Department.

July 2016-march2022

**ARAB HOTELS & RESORTS CO.LLC, Jeddah, Saudi Arabia**

**assistant Manager project- Projects Coordinator**

recruiting and training of staff.

Secretarial work & contract & Financial Clearance.

Document control.

monitoring the performance and progress of staff.

communicating with other departments.

overseeing stock control .

coordinating the use of automated and computerized systems.

planning future capacity requirements.

maintaining standards of health and safety, hygiene and security in the work environment.

timesheet preparation.

Follow up attendance and departure.

Receiving foreign shipments and following up customs clearance and all related procedures until they are fully received.

Feb 2011- July 2016

**Labor camp division /KAP3 , Saudi binladen group, Jeddah, Saudi Arabia**

**Facility Manager**

Finding and approving suitable housing for employment.

recruiting and training of staff.

monitoring the performance and progress of staff.

communicating with other departments.

overseeing stock control.

coordinating the use of automated and computerized .

planning future capacity requirements.

producing regular reports and statistics on a daily

maintaining standards of health and safety, hygiene.

and security in the work environment

**SKILLS**

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- Executive Support & Coordination

- Document Control & Reporting

- Project Logistics & Procurement

- Staff Supervision & Training

- Financial Tracking & Claims

- Contract Management - Microsoft Office (Word, Excel, Outlook)

- Arabic (Native), English (Good)

**EDUCATION**

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**July 2012**

**Bachelor of Business Administration, National Private University, Damascus, Syria**