

# HARBY AHMED AL-ZAFER AHMED

RIYADH, KINGDOM OF SAUDI ARABIA  
Mobile: 966537193697 / 966548356951  
Email: harbyzafer40@gmail.com  
DOB: 25 /04/1978.  
Nationality: Egyptian.  
Driving License: from  
SAUDI ARABIA

## ✓ OBJECTIVE:

Distinct professional experience and knowledge in administrative work, the agricultural sector and livestock.

## ✓ CAREER SUMMARY:

9 years in administrative work in the Kingdom of Saudi Arabia from 2015 to current . With 10 years of experience in the field of agriculture and landscaping,

## ✓ MEMBERSHIPS:

- Professional membership from the Saudi Council of Engineers.
- A safety training course from FAST Company in the Riyadh Metro project.
- Operational Safety Training Course (**PICOP-PICOW**).
- A training course in the field of **ORACLE**.
- A training course in the field of **ODOO**.
- Principles of work management on **Excel**
- A training course in the field of information technology.
- Principles of human resources management.
- Working on the ( **ERP-ESS**) program
- A training course in the field of manufacturing aromatic and medicinal plants..

## ✓ EDUCATION

- **Bachelor of Agriculture Passed 2001 Cairo, Egypt.**

## ✓ KEY SKILLS:

- Windows, Microsoft Office (Word and Excel).
- Carrying out administrative work
- Ability to work under stress.
- Ability to work efficiently in teamwork.
- Ability to assimilate new technologies.

## ✓ EXPERIENCE - EMPLOYMENT

### **AL AYUNI INVESTMENT AND CONTRACTING COMPANY**

- **Administrative works.**
- **Manage the team responsible in site.**
- **Verify invoices of the subcontractors.**
- **Price negotiations with subcontractors and suppliers.**
- **Assist the project manager on contractual matters.**

### **Projects executed:**

- CTW 320 railway track and construction project in northern Saudi Arabia.
- Maintenance of the railway project SRO project in the city of Dammam - Al-Hofuf - Riyadh, Kingdom of Saudi Arabia.
- Road and bridge construction project (Al-Kharj - Riyadh)

### **AL MOBTI & PARTNERS CONTRACTING COMPANY**

- Administrative works.
- Manage the team responsible in site.
- Verify invoices of the subcontractors.
- Price negotiations with subcontractors and suppliers.
- Assist the project manager on contractual matters.

- Afforestation works on the railway.
- Sand control work on the railway.

**Projects executed:**

- Maintenance Railway Project SRO project in city Dammam - Hofuf - Riyadh Saudi Arabia.
- **Government employee in Giza Governorate, job title (agricultural engineer)**
- Implementing afforestation of public parks in the governorate.
- Developing and maintaining public parks.
- Managing the responsible team on site.
- Supervising plant nurseries in the governorate..

**Projects executed:**

- Public parks Project and nurseries plants in the GIZA governorate, Egypt.
- NORTH AFRICAN REAL ESTATE INVESTMENT COMPANY (job title (agricultural engineer))**
- Implementing cosmetic planting around the residential project buildings.
  - Implementing tree planting works in the project.
  - Managing the responsible team on site.
  - Agricultural maintenance work in the project.

**Projects executed:**

- Public parks Project Marsa Alam, Cairo, Egypt.

**✓ LANGUAGES:**

- English is acceptable (spoken and written).

## شهادة خبرة Experience Certificate

Employee code	19052	19052	رقم الموظف
Full Name	Harby Ahmed Elzafer Ahmed Mahmoud	حربي أحمد محمود	الاسم بالكامل
Nationality	Egyptian	مصر	الجنسية
Passport number	A31132366	A31132366	رقم جواز السفر
ID number	2387140052	2387140052	رقم الهوية
Position	Coordinator I, Site Support Service	منسق أول, خدمات دعم الموقع	المهنة
Date of join	01-01-2020	01-01-2020	تاريخ التعيين
Separation date	31-12-2024	31-12-2024	تاريخ انتهاء الخدمة

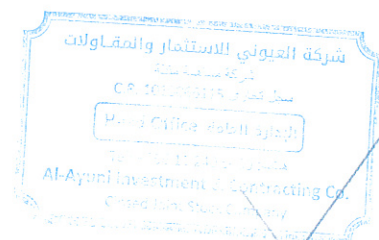
Al-Ayuni investment & contracting Company certifies that the above mentioned employee has worked for the Company. This certificate has been issued with no liability against the Company.

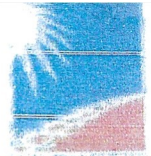
تشهد شركة العيوني للاستثمار والمقاولات بأن الموظف الموضح بياناته أعلاه كان يعمل لدينا وقد أعطي هذه الشهادة دون أدنى مسؤولية على الشركة.

مدير إدارة الموارد البشرية

راكان عبدالعزيز العيوني

Director, Human Resource  
Rakan Abdulaziz Al-Ayuni





إدارة التطوير الإداري

## شهادة حضور ندوة

تشهد إدارة التطوير الإداري بالمؤسسة العامة للخطوط الحديدية بأن

حربي أحمد الظافر أحمد محمود

حضر ندوة السلامة بعنوان :

(PICOP.PICOW) مسؤول الحيازة ومسؤول منطقة العمل

المنفذة خلال الفترة من ٢١ / ١١ / ١٤٤٠هـ إلى ٢٢ / ١١ / ١٤٤٠هـ

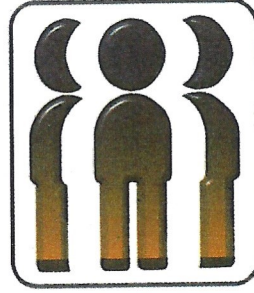
مع تمنياتنا لكم بالتوفيق ،،،

مدير إدارة التطوير الإداري

عارف بن علي آل سعيد



جامعة القاهرة



جمهورية مصر العربية  
وزارة الإتصالات والمعلومات

## البرنامج التدريبي لشباب الخريجين

حري أحمد الظافر أحمد

تشهد الجامعة بأن

قد حضر برنامج تنمية المهارات الأساسية في مجال تكنولوجيا المعلومات

في الفترة من ١٧ / ١ / ٢٠٠٤ إلى ٢٢ / ٤ / ٢٠٠٤ لمدة ٣٦٠ ساعة

وقد أمضى الدورة وأجناز الإختبارات بنجاح بنقدين

جيد

رئيس الجامعة

أ.د. نجيب الهلالي جوهر

أ.د. نجيب الهلالي جوهر

**fast**

# CERTIFICATE OF APPRECIATION

In appreciation of your valuable contribution for achieving 20 Million Safe Man Hours

This certificate is awarded to:

**Mr. Herby Ahmad**

**Track labour**

**FAST METRO RIYADH PROJECT**

29 March 2018

*We thank you for your efforts and initiatives towards site safety*

  
**Mohamed Khalil**

**FAST TJV Project manager**

  
**Andy Fullwood**

**FAST HSE Director**

  
**Suresh Surendran**

**FAST TJV HSE Manager**



# CERTIFICATE OF ATTENDANCE

This is to certify that  
Harby Mahmoud  
has successfully completed the course on  
Oracle HR Self Service User Manual on 08 Jul,2024

Administrator



أكاديمية العيوني  
Al-Ayuni Academy

# CERTIFICATE OF ATTENDANCE

This is to certify that  
Harby Mahmoud  
has successfully completed the course on  
Learner Platform - Homepage Walkthrough on 08 Jul,2024

Administrator

736-15-2024-07-08

# CERTIFICATE OF ATTENDANCE

This is to certify that  
Harby Mahmoud  
has successfully completed the course on  
Social Learning on 08 Jul,2024

Administrator

# CERTIFICATE OF ATTENDANCE

This is to certify that  
Harby Mahmoud  
has successfully completed the course on  
How to Login on 09 Jul,2024

Administrator

# Level Completion Certificate

This is to certify that:

HARBY AHMED ELZAFER AHMED MAHMOUD

Successfully completed

## Introduction to Human Resource Management

The student learned the basic principles of human resource management in modern day companies, and the course covered how to plan and design jobs, and best practices for hiring, training and developing employees to take advantage of their full potential and transfer their energies in favor of working effectively by (2) hours of training and interactive.



EDRAAK  
EDRAAK  
EDRAAK



22/1/2024

# Level Completion Certificate

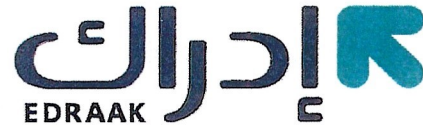
This is to certify that:

**Harby Zafer**

Successfully completed

## Advanced Excel

The learner got acquainted with advanced skills in MS Excel software from specialized and conditional formats, building reports, using ready-made reports, how to control cells through functions, and how to deal with charts available in the program, with (3) hours of interactive training.



A handwritten signature in black ink, appearing to be 'M. A.' or similar, written over a horizontal line.

Mohamed Abdallah

19/11/2024

# Level Completion Certificate

This is to certify that:

**Harby Zafer**

Successfully completed

## Advanced Excel - (2)

In this free course from Edraak, the learner will get acquainted with the functions and tricks of the Excel program that will make you a professional in using this program.



Scan code to  
verify the  
certificate

إدراك  
EDRAAK

Mohamed Abdallah

18/11/2024

# CERTIFICATE OF ACHIEVEMENT

This certificate is presented to

**HARBY AHMAD AL ZAFER**

for successfully completing a Course about

**Human Resource Leadership course**

Certified No.  
4c23f5d1



*mindluster*

Signature



2025-04-06

Date

[www.mindluster.com](http://www.mindluster.com)