

Personal information

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

EDUCATION: Bachelor of Agriculture –2001 Cairo, Egypt.

✓ OBJECTIVE:

Distinct professional experience and knowledge in administrative work, (Senior Site Coordinator, Data Entry, Housing Supervision - equipment supervision)

✓ 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.
- A training course in the field of information technology. Principles of work management on Excel.
- Operational Safety Training Course (PICOP-PICOW).
- A training course in the field of ORACLE.
- A training course in the field of ODOO.
- Principles of human resources management(EDRAAK.)
- Working on the (ERP-ESS) program

✓ KEY SKILLS:

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

✓ EXPERIENCE - EMPLOYMENT

AL AYUNI INVESTMENT AND CONTRACTING COMPANY

- Administrative works.
- Coordinator I, Site Support
- 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.
- 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 (speak and write).

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





شهادة حضور ندوة

تشهد إدارة التطوير الإداري بالمؤسسة العامة للخطوط الحديدية بأن

حربي أحمد الظاهر 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

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

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

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

Level Completion Certificate

This is to certify that:

HARBY AHMED ELZAFER AHMED MAHMOUD

إدراك
EDRAAK

Successfully completed

Introduction to Human Resource Management

bayt
The Middle East's #1 Job Site

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.



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22/1/2024

Level Completion Certificate

This is to certify that:

Harby Zafer

إدراك
EDRAAK

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.

Mohamed Abdallah

19/11/2024

Level Completion Certificate

This is to certify that:

Harby Zafer

إدراك
EDRAAK

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.

Mohamed Abdallah



Scan QR code to verify the certificate

18/11/2024



جامعة القاهرة



جمهورية مصر العربية
وزارة الاتصالات والمعلومات

البرنامج التدريبي لشباب الخريجين

تشهد الجامعة بأن
حربى أحمد الظافر أحمد
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 وأجاز الإختبارات بنجاح بتقديرين

جيد
رئيس الجامعة
أ.د. نجيب الهالى جوهر



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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

CERTIFICATE OF ACHIEVEMENT

This certificate is presented to

HARBY AHMAD AL ZAFER

for successfully completing a Course about

SharePoint techniques for beginners

Certified No.
3b093d26



mindluster

Signature



www.mindluster.com



2025-05-22

Date

CERTIFICATE OF ACHIEVEMENT

This certificate is presented to

HARBY AHMAD AL ZAFER

for successfully completing a Course about

Foundations of Human Resources Management

Certified No.
1113c997



mindluster

Signature



www.mindluster.com



2025-05-28

Date

Congratulations on Your Completion

This record of course completion is granted to

harby ahmad al zafer

for having successfully completed the following:

Data Analysis and Action Planning

Completion Date: 12 2025, يونيو

Provider: International Rescue Committee (IRC)

Duration: 0 الساعات 20 الدقائق

disasterready.org 
a Cornerstone OnDemand Foundation initiative



Tina Bolding
Director of DisasterReady
Cornerstone OnDemand Foundation