



Egyptian residing in the Kingdom of Saudi Arabia

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Summary

Seasoned professional with over 20 years of experience in executive office management, administration, project coordination, and public relations within multinational organizations. Proven ability to support senior leadership and manage cross-functional operations with a focus on efficiency, compliance, and people-centered service. Leveraging a strong foundation in public administration and executive support, I bring a unique blend of strategic oversight and operational execution to welfare management roles. Dedicated to fostering safe, organized, and well-serviced environments for workforce welfare, with a strong commitment to upholding company standards and employee well-being.

Qualifications

1997 – 1998, Bachelor of Computer Sciences, Good // (75%)

2013, MBA in Business Administration, Jamia Hamdard University, New Delhi.

2011, ISO 9001:2008 – IQMS Institute UAE.

2012, ISO 14001:2004 – IQMS Institute UAE.

2013, FIDIC Conditions of Contract, N.A Architects Consulting Institute KSA.

2014, MBA in Business management & Administration, Nixon University, USA.

2015, Exe. Package, International Association of Professions Career College:
([Personal Assistant, Business Consultant and Public Relation Consultant](#))

All qualifications have been documented by the Egyptian Ministry of Foreign Affairs and its embassies in the countries of study.

Personality Traits

- Empathetic and Compassionate: Understands and addresses workers' needs and concerns with care.
- Strong Communicator: Able to clearly convey information and listen effectively to diverse teams.
- Problem Solver: Quickly identifies welfare-related issues and implements practical solutions.
- Organized and Detail-Oriented: Manages multiple welfare activities and documentation efficiently.
- Leadership: Guides welfare teams and collaborates with management to improve worker wellbeing.
- Adaptable: Responds well to changing environments and emergency situations.
- Culturally Sensitive: Respects and adapts to multicultural workforce environments.
- Ethical and Trustworthy: Maintains confidentiality and upholds high standards of integrity.
- Proactive: Anticipates welfare needs and initiates programs to support workers proactively.
- Team Player: Works collaboratively with different departments and stakeholders.

Computer Proficiency

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
Skilled in using various business software and management systems
Strong ability to quickly learn new software applications

Work Experience

From 2024 till Now:

(Welfare Manager) Isam Khiri Kabbani . (KSA - Neom)

- Full supervision of worker camps (accommodation, catering, health, hygiene, and recreation).
- Coordination with regulatory bodies (NEOM Welfare Team) to ensure full compliance.
- Handling worker complaints and providing prompt resolutions.
- Preparing daily and weekly reports and tracking key performance indicators (KPIs).



From 2022 till 2024:

(Welfare Manager) Rowad Modern Engineering.

(Nigeria - Côte d'Ivoire - Ghana - South Africa - Comoros Islands)

Led the planning, establishment, and full-scale operation of project camps and administrative offices across various African countries, including Nigeria, Côte d'Ivoire, Ghana, South Africa, and the Comoros Islands. Oversaw all logistics, infrastructure setup, and compliance with local regulations. Played a key role in recruiting, training, and developing local catering teams to ensure high standards of service, hygiene, and operational efficiency aligned with company policies and international best practices.



From 2017 till 2022:

(GM) Tornado Logistics Company. (Egypt)

Tornado Logistics Company is exclusively the first Egyptian freight forwarder offering consolidation from all major ports of the Far East and China to Badr Dry Port at Sokhna Port, along with customs clearance and door-to-door services. It is my private company, which I established in Egypt. It is now operating efficiently with a trained team, whom I supervise remotely.



From 2010 till 2017:

(CEO, Office Manager) | Abdullah A.M. Al-Khodari Sons Co. (KSA)

AL-KHODARI is one of the leading contracting entities in the Middle East. A public share holding company listed on the Saudi Stock Exchange.



From October 2002 till August 2010

(COO, Office Manager) Al-Kharafi Group. (Egypt)

Emak for paper manufacturing co. one of Kharafi Industrial Group.



From 2000 Till October 2002

(Personal Secretary G. Manager) Samson Freight (Egypt) LTD.

Freight forwarding, shipping agency and ship marine supply.



Hobbies:

Volunteering and community service, reading about leadership and human development, organizing social and cultural events, traveling and exploring different cultures and Rowing (I Have Owen the Egyptian University Rowing Champion 1997).

References furnished upon request,

Regards,

M-Yakout