

MOHAMMED FARES

Operations & Project Management Specialist

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PROFILE

Versatile and results-oriented professional with broad experience across operations, team coordination, and administrative support. Skilled in leading cross-functional teams, streamlining processes, and driving performance in dynamic, fast-paced environments. Known for strong organizational, communication, and problem-solving abilities, with a consistent track record of managing multiple priorities while maintaining a client-focused mindset. Eager to contribute leadership and adaptability in a forward-thinking organization that values growth, collaboration, and continuous improvement.

WORK EXPERIENCE

GCLA Engineering Consultancy — Riyadh, Saudi Arabia

Field Inspector - November 2022– Present

- Monitored daily site progress and provided detailed reports on performance, delays, and non-conformities.
- Collaborated with contractors, site engineers, and consultants to resolve technical issues and maintain project timelines.

Al-Yanabee & Al-Qafelah Factory for Industries — Riyadh, Saudi Arabia

Field Inspector - November 2019 – 2022

- Conducted regular on-site inspections and identified operational issues for timely resolution.
- Collaborated with production and quality control teams to maintain workflow efficiency and support continuous improvement.
- Documented field activities, inspection results, and deviations from standard procedures.
- Ensured adherence to company policies, industry regulations, and health & safety guidelines.

GHOSON AL-QASSIM Contracting Est. — Riyadh, Saudi Arabia

Project Manager – Dec 2017 to Nov 2019

Supervising projects and their employees in terms of performing their work and taking projects from other companies, entering into bids, working in all contracting and finishing work, setting prices for the works that are supervised, and signing contracts on behalf of the institution.

AL-KHALEEJ TRAINING AND EDUCATION (New Horizons) — Riyadh, Saudi Arabia

Supervisor in Quality Control – Jun 2005 to Dec 2016

- Preparing monthly reports for all departments; number of students, number of courses, trainers' evaluation, and admins' evaluation.
- Forming the hierarchy of training sector.
- Supervising training schedules for training centers and all courses held by choosing trainers for each course with all details starting from selecting trainers till issuing certificates.

Al-Khaleej for Training and Education — Riyadh, Saudi Arabia

Personnel Administrative – Apr 2004 to Jun 2005

- Administrative supporter in the head-office.

Khaled Saleh Al- Sanie commercial company — Riyadh, Saudi Arabia

Administrative Assistant – Sep 2001 to Apr 2004

Lights of The Computer — Riyadh, Saudi Arabia

Sales Representative – March 1999 to Apr 2001

EDUCATION

Bachelor's Degree in Project Management - 2025

Midocean University, UAE

Diploma Computer Programming - 2004

Alkaleej Institute for Applied Science, KSA

COURSES

- *A course in maintenance and applications in New Horizons Computer Center/ Al-Khaleej for Training and Education. IC3 certificate: The Developed Computer Applications & Maintenance.*
- *IT Essentials: PC Hardware & Software Service Provider routing & Switching Support Track Total Quality Control.*
- *Building a BTEC Higher National Engineering program on the QCF: Developing best practice.*

SKILLS

- Extensive experience to plan, organize, direct and control the staff under my supervision including motivating the team members effectively.
- Excellent understanding of regional business processes and statutory requirements..
- Strong analytical, conflict resolution & decision making
- skills.

LANGUAGES

- *Arabic*
- *English*