

MOHAMED TAHA

HR Assistant and Management & Logistical Support

0576715141

mohamedtaha9131@gmail.com

Riyadh, KSA

EDUCATION

Certificate of Higher Education
Information technology

Al Mashreq for Science and
technology - Khartoum

- Very Good Graduate

Brief Profile:

Nationality: Sudanese

Iqama Expiry Date: January 20, 2026

Current Occupation (per Iqama):
Warehouse Worker

SKILLS

- Time Management
- <https://oga.fasah.sa/>
- Logistical Support
- Order Management
- Organized
- Risk Management
- <https://saber.sa/> Excellent Interact
- Training Employees Employee Data Management
- Microsoft Office Programs
- Talent Management
- Fast Typing Speed
- Petty Cash Management
- Processing Invoices

Highly motivated HR Assistant with outstanding administrative and communication skills. Conceptual thinker with great time management skills. Calm in a fast-paced environment. Comfortable multitasking.

WORK EXPERIENCE

HR Assistant

East Coast Factory - Dammam, Eastern Province

Works on FASAH Website and SABER Website

Many Governments Websites (like QIWA, Muqem, MOFA, General Authority of Transport, TAMM).

Completed and updated company records on Sage HR as requested by HR manager.

Responded to department emails, promptly following up and forwarding requests to relevant employees.

Conducted complex administrative tasks by organizing workloads.

and priorities between teams and responding to issues promptly.

Trained and coached new employees when onboarding on

matters such as company rules, regulations, and safety standards.

Managed employee requests regarding Human Resources issues, rules and regulations.

Tickets Booking Websites and Applications

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***Traffic and Driver Officer**

East Coast Factory - Dammam, Eastern Province

*** Working in a car rental**

- Checking the vehicle before and after delivery to the customer
- Issuing an internal authorization to the customer based on the rental period

***Fleet Officer**

Capital Transportation Company Limited (formerly Safwa) Al-Rimal -Riyadh neighborhood. (**Present work**)

***Operation Supervisor**

LAFACOM Contractors Co. - Riyadh, Saudi Arabia

Data Entry

SUDATEL - Khartoum, Sudan

LANGUAGES

Arabic: Native

English: Intermediate

Government Platforms Experience:

Platforms Related to Vehicle Operations

*** Management Transport General Authority (TGA):**

- Issuing official letters to the Traffic Department for:
 - New vehicle registration
- Ownership transfer
- Conversion between private and public transport
- Vehicle registration renewal
- Issuing and renewing vehicle operation cards
- Issuing and renewing driver permits.

• TAMM Platform:

- Managing driver authorizations (Add/Remove)
- Adding actual vehicle users
- Managing vehicle plates (new, replacement for lost/damaged)
- Renewing vehicle registrations
- Monitoring vehicle reports (periodic inspection, registration, insurance)

• Unified Chamber of Commerce Portal:

- Issuing various types of official letters (open documents, pre-designed templates, attachments)
- Approving applications for ministries such as the Ministry of Foreign Affairs

• Vehicle Insurance Management:

- Adding or removing vehicles from insurance policies
- Renewing or initiating new insurance documents (with full process)
- Handling accident claims, follow-ups, and coordination with repair workshops until completion

• Accidents

Contact your insurance company and file a claim regarding the accident, attaching all relevant information.

- Transfer the vehicle to the insurance company's workshop for repair.
- Claim compensation from the insurance company any damage.

• Other Platforms Worked On:

- FASAH Platform:
- Creating non-disposal undertakings
- Issuing customs broker authorizations

• QIWA Platform:

- Issuing and renewing work permits
- Applying for work visas

• Muqem Platform:

- Renewing IQAMA (residency permits)
- Issuing exit/re-entry and final exit visas
- Printing iqamas
- Monitoring Muqem reports

• Ministry of Foreign Affairs Website:

- Booking appointments
- Submitting family visit visa applications
- Following up on work visa applications

- **Health Insurance Services for Individuals:**

- Adding a new insured member
- Adding dependents
- Upgrading Insurance Class
- Removing an insured member or dependent from the policy

- **Other Online Platforms:**

- Various flight ticket booking websites.
 - Hotel bookings for employees and guests
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