

Mohammed Lutfi Hamad

Tabuk – Saudi Arabia

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Apply for a job: Senior Logistic Officer & Welfare supervisor

Objective Statement:

To seek a good position with a professional organization, which recognizes, appreciate and fully utilizes skills and knowledge base, while providing opportunities for growth and career development and to develop my knowledge and achieve myself in advancement.

Personal Statement:

A Social, hard-working and cooperative person with an outstanding ability to learn and apply knowledge. I have high personal integrity, and able to relate to and create trust in all. I am looking for a demanding position where I can capitalize on my knowledge, develop my skills, improve my capabilities, and build a career based on my experience in HR administrative, sales and marketing as well as IT and data Management.

Last Position

Senior Logistic Officer & Welfare supervisor

Skills

- ⌘ Good knowledge in using (SAP)
- ⌘ Team works and the ability to interact with others
- ⌘ The ability to solve problems creatively
- ⌘ I have a high spirit of initiative in everything you do
- ⌘ The leadership skills needed to be a responsible person
- ⌘ I ability to continuously learn and intrinsic motivation
- ⌘ I have the ability to adapt to difficult or changing circumstances
- ⌘ Possesses the ability to self-motivate
- ⌘ Distinguished time and resource management
- ⌘ Talk and written communication skill in more than one language
- ⌘ Leadership and management.

Work Experience

May 05, 2024 – Present

Senior Logistic Officer

RAWABI SPECLALIZED CONTRACTING –Saudi Aramco (Abu Ali Island Project) - Jubail

My responsibilities in this position are as follows:

- Prepare and submit temporary and permanent employee permits to the Border Guard in Jubail.
- Handle vehicle authorizations for both company-owned and leased vehicles.
- Issue and follow up on Saudi Aramco ID cards for employees.

- Assist in managing vehicle fuel chip settings (diesel/gasoline) for company cars.
- Oversee Rawabi/rental vehicles, including maintenance, licensing, and contract renewals with the agency.
- Coordinate with subcontractors to ensure compliance with permit requirements for Saudi Aramco projects.
- Support the Purchasing Department as an Assistant Purchasing Supervisor.

May 02, 2024 – May 04, 2025

Senior Logistic Officer & welfare supervisor

RAWABI SPECIALIZED CONTRACTING –Tabuk (NEOM Project)- SINDALAH PROJECT

My responsibilities in this position are as follow:

- Preparing employees attendance report every day...
- Coordinate with accommodation manager for new hire or rental.
- Follow up Safety supervisor put safety sign in the road / Office.
- Make month report (diesel/Petrol) consumption.
- Assistant Procurement supervisor.
- Follow up of the vehicle Rawabi/ rental in terms of maintenance, Authorization & renewal of contracts with agency.
- Issuing NEOM id cards for access purposes & Sindalah ID.
- Preparing temporary access permits for the employees, equipment to enter NEOM project sites.
- Follow up the safety supervisor and provide the required needs of NEOM
- Preparing employees attendance report every day...
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- Assistant Procurement supervisor.
- Follow up of the vehicle Rawabi/ rental in terms of maintenance, Authorization & renewal of contracts with agency.
- Issuing NEOM id cards for access purposes & Sindalah ID.
- Preparing temporary access permits for the employees, equipment to enter NEOM project sites.
- Follow up the safety supervisor and provide the required needs of NEOM.
- Reports directly into WWM (and Management as directed).
- Responsible for management of WW Processes (Daily Activities).
- Responsible for WW daily and weekly reporting.
- Supports other departments for WW (HR, Accom, Transport).
- Facilitates interaction of key stakeholders (Int. and Ext.).
- Assure worker welfare audits, inspections, and monitoring of (Self and Supply Chain) undertaken.
- Utilize D&C Compliance Systems, Tools & Software.
- Tracking, monitoring and direct progress of corrective actions and ensuring timely completion.
- Support Worker Welfare Committee Meetings / Forums.
- Support a workplace culture that understands and implements care & respect for workers.

Sep 07, 2023 – April 30, 2024

Project Admin (HR)

Gulf Cooperation Symbols Contracting Co Ltd –Tabuk (NEOM Project)- Pioneer Camp Expansion Project & The Line Hub Project

My responsibilities in this position are as follow:

- Preparing employees attendance report and managing their vacation requests, along with submitting it to NEOM representatives.
- Issuing NEOM id cards for access purposes.
- Preparing temporary access permits for the employees, equipment to enter NEOM project sites.
- Follow up the welfare officer and provide the required needs of **NEOM / AECOM**.

Feb 13, 2023 – Sep 06,2023

Document Controller

Gulf Cooperation Symbols Contracting Co Ltd –Khurais (Saudi Aramco)

My responsibilities in this position are as follow:

- Aramco Approved Document controlling work in (Government Security Complex project).
- developing or improving documentation procedures to ensure consistency
- reviewing documentation to make sure it meets standards or requirements
- managing the storage or retrieval of documents
- conducting document audits and preparing reports for managers or company leaders
- using database systems to manage and distribute documents in a digital format
- updating technical documents for accuracy
- maintaining confidentiality to protect a company's sensitive information
- developing or improving documentation procedures to ensure consistency
- reviewing documentation to make sure it meets standards or requirements
- managing the storage or retrieval of documents
- conducting document audits and preparing reports for managers or company leaders
- using database systems to manage and distribute documents in a digital format
- updating technical documents for accuracy
- maintaining confidentiality to protect a company's sensitive information

Dec 14, 2021 – Feb 12, 2023

Project Administrative

Gulf Cooperation Symbols Contracting Co Ltd -Khobar

My responsibilities in this position are as follow:

- Preparing employees attendance report and managing their vacation requests, along with submitting it to Aramco representatives.
- Issuing Aramco and GCS id cards for access purposes.
- Preparing temporary access permits for the employees to enter Aramco project sites in several areas such as Jubail, Ain Dar, Khurais, Haradh , Safaniyah ,and Hawtah using Aramco Portal (SAP).
- Submitting all materials requests from the projects and following up on them until the reaching to the site.
- Handling petty cash invoicing management, verification and issuing them for accounting department
- Preparation of all attending reports for GCS and rental employees along with assisting the human resource department to manage the vacations, salaries and payments for the manpower supplying invoices.
- Aramco Approved Document controlling work in (Government Security Complex project).

Oct 1, 2020 – May 14,2021

Administrative Assistant

Ala Abdulhadi & Khalifa Al-Hawas Consulting Engineering Company contract with Saudi Electricity company- South area (Abha)

My role at this position is to identify the points where the underground cable and lines will be installed using the cable map (Arc GIS) + Surveyor.

Jan 14, 2020 – Sep 30, 2020

Administrative Assistant

Ala Abdulhadi & Khalifa Al-Hawas consulting Engineering Company (AHCEC)– HQ Office

My role was admin assistant for Project management Unit in cooperation with Aramco Company and Consulting and Engineering Company AHCEC. By focusing on facilitating and managing, reporting and filing, the project papers according to the project requirement.

Feb 27, 2008 – Dec 09, 2019

Supplemental Manpower Project (SMP)

SRACO Company contact with Saudi Aramco Company

Established in 1982, SRACO, which stands for SRACO Company., has been one of the primarily built companies based in the eastern province of Saudi Arabia. SRACO has become a very popular in Consulting, Maintenance, Construction and Contracting Company.

Jun 16, 2019 - December 09, 2019

Customer care center at Saudi Aramco

My work includes answering the phone calls and creates remedy tickets as well as investigate solve the customers' issues related to the E-learning Aramco courses & Assistant in Registration Saudi Aramco driving center.

Feb 27, 2008 - Jun 15, 2019

Apprentice Administrative Unit/HR Liaison at Saudi Aramco

My work includes Admin clerk & advisor of students (SAP Program), Timekeeper (HR), registrar (Data Entries), & handling clerical tasks for our unit i.e., drafting letters, preparing performance reports, e-separation requests, ordering materials, updating E-8000 profiles Software for Employees and students, and working on new intake dispatch lists Computer Maintenance and the Company Program.

- ⌘ Timekeeping and adjustments/ Absence for Inter Area Transfers/ E-leave for employees
- ⌘ Overtime and timesheet for List Student Trainees (LST)
- ⌘ Business Gate Pass Request (MGPS)
- ⌘ Create Bank Accounts for students as focal point with Bank branch
- ⌘ Hospital registration and Medical Evaluation for the students and issuing the optics status form.
- ⌘ Updating the E-8000 profile Actions of Training Locations (ATS)
- ⌘ Graduation mission follow-up
- ⌘ E separation / Cost Recovery
- ⌘ SMS Messaging notification services
- ⌘ Documentation and Filing (APNE-VCGNE / Upload to ATS) /Transmittal Files In/Out (Archive)
- ⌘ Collecting student's data to update and issuing the Performance Reports
- ⌘ ID permission Requests/ Plant
- ⌘ Purchasing and logistics request (Ordering & Receive materials according to the Terms of references)/Housing Request using Online software/ BUS reservation using CRM Request
- ⌘ Daily, weekly and monthly progress performance report

BET ID	BET LTEXT	Score	Comp Date.	Start Date	Location	Tot Hrs
40014454	BASIC LIFE SUPPORT (HEARTSAVER)ENGLISH	Pass	4/6/2009	4/6/2009	48NA OJT	8
40020799	STANDARD FIRST AID/ARABIC	100	5/24/2009	5/24/2009	56SAJSTD PPT	8
40054413	SH2 Basic Safety Rules	PAS	8/1/2010	8/1/2010	e-Learning	4
40054414	SH1 Safety Responsibilities	PAS	8/1/2010	7/31/2010	e-Learning	10
40020799	STANDARD FIRST AID/ARABIC	100	12/31/2010	12/31/2010	56SAJSTD PPT	0
40020798	BASIC LIFE SUPPORT (HEARTSAVER) ARABIC	100	2/2/2011	2/2/2011	56SAJSTD PPT	0
40020798	BASIC LIFE SUPPORT (HEARTSAVER) ARABIC	100	1/4/2012	1/4/2012	56 SAITD PPT	8
40020799	STANDARD FIRST AID/ARABIC	100	1/11/2012	1/11/2012	56 SAITD PPT	8
40063740	Highway Driving_For_ITC_Trainees	PAS	5/2/2012	5/2/2012	e-Learning	1
40081015	ROGRAMMING HTML5 WITH JAVASCRIPT & CSS3	Pass	12/19/2013	12/15/2013	CTC-B2050,DH	40
40017626	SAP BASIC SKILLS	PAS	1/13/2014	1/13/2014	e-Learning	2
40012953	E-8000 INITIATORS	Pass	1/14/2014	1/14/2014	CTC-B2050,DH	7
40015333	E-8000 INITIATORS	PAS	1/14/2014	1/14/2014	e-Learning	2
40061796	Heartsaver full day-English	100	4/10/2014	4/10/2014	56 SAITD PPT	8
40075773	Supply Chain Code of Conduct	PAS	9/18/2014	9/18/2014	e-Learning	2
40001577	DRIVER IMPROVEMENT PROGRAM (English)	Pass	11/3/2014	11/2/2014	D1DRV DHAHRA	11
40064622	PHISHING ASSESSMENT (ARABIC)	PAS	11/20/2014	11/20/2014	e-Learning	1
40090889	HR e8-01e HR e8000 initiators	PAS	12/3/2015	12/3/2015	e-Learning	2
40091417	T&D Cyber Security Awareness	Pass	12/9/2015	12/2/2015	Mubarraz	1

40068291	e-Good Receipt workflow	PAS	3/14/2016	3/14/2016	e-Learning	1
40061796	Heartsaver full day-English	Pass	7/27/2016	7/27/2016	56 SAITD PPT	7
40061445	Driver Improvement e-Learning Refresher	PAS	8/2/2017	8/2/2017	e-Learning	1
40059587	Information Security Essentials	PAS	7/2/2018	7/2/2018	e-Learning	1
40039206	Fire Safety Awareness E-learning	PAS	2/11/2019	2/11/2019	e-Learning	2
40032412	Fire Safety Awareness Practical	PAS	4/25/2019	4/25/2019	F5ABQ FTC	2

Nov. 01, 2006 to Jan. 10, 2008.

Accounting, Data Entries, Computer Maintenance

National Marketing Est. Co. Ltd – subsidiaries Isam Kabbani and Partners (NAMAT) is engaged in the building materials distribution business in the kingdom of Saudi Arabia. The company was formed in 1970 to be the sole distributor of “New Products Industries” Factory (NEPRO-PLAST), it is considered the first leading company in the Gulf area specialized in the field of uPVC and CPVC pipes and fittings. Nowadays, NAMAT represents several major international manufacturers and is considered a leader in trading Plastic and non-Plastic pipes and fittings, accessories for water network, drainage systems, irrigation networks, well casing, corrugated optic ducts (COD), electrical conduits, food waste disposals, and a wide variety of other products Program.

My task was focused on:

- Sales and Marketing
- Data entry
- Appliances and computers maintenance

Dec.19, 2005 to Sept. 7, 2006.
– Specialist), Saudi Arabia

Accounting -programmer (software and hardware

Al Mousa General Hospital

- validates the information on all medical claims from patients seeking payment from their insurance company.
- Reviewing the claims to ensure that there is no missing or incomplete information.
- Keep meticulous records of claims and follow up on lapsed cases hardcopy and softcopy using computers.

Personal Details

Date of Birth : April. 14th, 1982
Nationality : Jordan.
Driving License Details : Saudi /Jordanian
Marital Status : Married.
Languages : Arabic / English.