

Mohammed Elgamal, Corporate Operations Officer

Riyadh, Province, Saudi Arabia, 599131449, mohammed.yousef16@yahoo.com

PROFILE

Over 16 years of experience in the construction industry, covering contracts, procurement, finance, HR, and project coordination. Skilled in managing large teams, handling budgets, contract compliance, payroll, settlements, and improving operational efficiency.

KEY SKILLS

Contracts & Procurement Management	Communication & Leadership
Payroll & Settlements	Microsoft Office
Custody & Financial Budgets	Oracle
Project Resource Planning	AlBayan Systems
HR & Talent Acquisition	Business Key
Budget Control & Cost Analysis	

EDUCATION

2025	MBA, International Business Management Institute	Berlin
	The description of the education	
2025	Certificate, IBMI Berlin	
	Basics of Innovation Management	
Oct 2020 — Jul 2021	International Business Academy of Switzerland (IBAS)	Zürich
Dec 2019 — Dec 2020	Swiss School of Business and Hospitality (SSBH)	Zürich
2006	Bachelor's Degree	

EXPERIENCE

2022 — 2025	Contracts, Procurement & HR Operations Officer , Al Fouzan Trading & Construction	Riyadh
	<ul style="list-style-type: none">Managed HR services: payroll, employee settlements, end-of-service, and leave management.Reviewed suppliers, contracts, procurement, and financial budgets.Finalized customs clearance and logistics for King Abdullah Medical City Project Bahrain.Served as Project Coordinator between Riyadh HQ and Bahrain operations.	
2019 — 2022	HR services, King Abdullah Medical City Hospital Al Fouzan Trading & Construction	
	<ul style="list-style-type: none">Responsible for HR services: payroll, end-of-service, settlements.Managed custody, contracts, procurement, and government requirements (Labor Market Authority, Social Security).Oversaw customs clearance of materials between Saudi Arabia and Bahrain.	
2018 — 2019	HR admin, Jeddah Economic City Tower Project Al Fouzan Trading & Construction	
	<ul style="list-style-type: none">Managed recruitment, payroll, HR admin, and employee accommodation (1,000 staff).Oversaw contracts, procurement, custody, and warehouse stock control.Processed purchase requests, quotations, and procurement operations.	

- 2016 — 2018 Contracts and procurement activities, Dar Al Hijrah Project Al FouzanTrading Madinah
- Oversaw costs, contracts, and procurement activities.
- 2009 — 2015 Procurement Officer, King Faisal University,Al FouzanTrading
- Al Hofuf
- Managed contracts, procurement, custody, financial cost planning, payroll, and project coordination with the University Engineering Department.

LANGUAGES

English

Arabic

REFERENCES

Available upon request.

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