

ABOUT ME

Administrative and operations professional with over 15 years of experience in public relations, logistics and government across Saudi Arabia and Bahrain.

EDUCATION

HIGH DIPLOMA IN OFFICE MANAGEMENT

College of technology at AlAhsa / AlAhsa / 2008

LANGUAGES

ARABIC

ENGLISH

HOBBIES

READING, PLAYING FOOTBALL

COURSES

ICDL COLLEGE OF TECHNOLOGY AT ALAHSA

JAN 2003 - DEC 2003

INTRODUCTION IN THE INFORMATION TECHNOLOGY BAHRAIN INSTITUTE OF BANKING AND FINANCE

JAN 2015 - DEC 2021

ICDL HADAF TRAINING CENTRE

JAN 2010 - DEC 2010

LABOR EDUCATION ACCORDING TO SAUDI LABOR LAW HADAF TRAINING CENTRE

JAN 2023 - DEC 2023

PERSONAL DETAILS

Nationality
Saudi

Marital status
Married

HAMAD MOHAMMED ALHERZ

📍 Dammam, Saudi Arabia

☎ 00966569190335

✉ hamad.alherz85@gmail.com

WORK EXPERIENCE

AL ZAHRA GENERAL HOSPITAL

Saudi Arabia
Mar 2024 - Nov 2025

● Logistics Services Manager

FAST ADVANCE SOLUTIONS

Saudi Arabia
2015 - 2021

● General Manager _ Owner

AIMS COMPANY

Bahrain
2015 - 2021

● Operations

DHL COMPANY

Bahrain
2012 - 2015

● Director of public relations

ALGOSAIBI SERVICES

Bahrain
2008 - 2011

● Director of Public relations

- Operations

DIPLOMAT COMPANY FOR ADMINISTRATIVE SERVICES

Bahrain
2008 - 2011

● Director first level data recorder

SKILLS

STRONG ORAL AND WRITTEN COMMUNICATION

ABILITY TO WORK EFFECTIVELY IN ALL SECTIONS AND WITHIN THE BUSINESS COMMUNITY

ABILITY TO ORGANISE AND ACCOMPLISH WORKLOAD

GOOD KNOWLEDGE IN COMPUTER SKILLS (MS OFFICE, MICROSOFT PHOTOSHOP AND INTERNET)

CLEARING GOVERNMENT AND EMBASSIES DOCUMENTS

PREPARING WORKSHEETS AND ORGANISE THE TASKS

EXPERIENCE IN SECRETARY

ORGANISING CONFERENCES

DOING ELECTRONIC TRANSACTIONS OF GOSI IN KSA AND BAHRAIN

DOING ELECTRONIC TRANSACTIONS OF MINISTRY OF LABOUR IN KSA AND BAHRAIN

DOING ELECTRONIC TRANSACTIONS OF ID IN KSA AND BAHRAIN

OVERALL EXPERIENCE IN ELECTRONIC SERVICES OF OTHER MINISTRIES AND GOVERNMENT CIRCLES IN KSA AND BAHRAIN

REGISTERING SAUDI EMPLOYEES IN GOSI

GOOD TEAM WORKER AND TEAM LEADER