

# MOHAMMED A. BASMAIH

**Government & Corporate Relations | Logistics | Public Relations**

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## PROFESSIONAL SUMMARY

Strategic Government & Corporate Relations Leader with 10+ years of experience in regulatory compliance, government coordination, logistics oversight, and operational governance within the insurance sector. Proven ability to manage governmental procedures, achieve 100% audit compliance, reduce regulatory delays by 25%, and deliver executive-level reporting supporting strategic decision-making. Recognized for strengthening stakeholder relationships, optimizing operations, and leading high-performing teams.

## PROFESSIONAL EXPERIENCE

### **Act.Executive Administrative Manager – MedGulf | 2018 – Present**

- Liaised with 10+ government authorities to ensure full regulatory compliance.
- Achieved 100% compliance rate during internal and external audits.
- Reduced regulatory processing time by 25% through process improvement initiatives.
- Managed and coordinated all governmental and regulatory procedures.
- Oversaw logistics operations including supply chain coordination and administrative planning.
- Strengthened public relations by maintaining professional engagement with regulatory bodies and external stakeholders.
- Delivered executive reports supporting regional strategic decisions.
- Coordinated corporate conferences, training programs, and operational initiatives.

### **HR Specialist – MedGulf | 2015 – 2018**

- Managed full recruitment lifecycle and workforce planning.
- Implemented performance evaluation systems and talent development programs.
- Ensured compliance with HR regulations and corporate policies.
- Maintained employee records and regulatory documentation.

## **EDUCATION**

Bachelor of Science in Human Resource Management

University of Business & Technology (UBT) – Jeddah

## **PROFESSIONAL CERTIFICATIONS**

- Life Ambassador – First Aid Program – 26 February 2025
- Introduction to Insurance – 2 May 2026
- Contracts and Agreement Management Training – 06–10 July 2025
- Risk Management – 17 April 2025
- Compliance – 08 May 2025
- BCM Awareness – 25 May 2025
- Personal Data Protection – 27 May 2025
- Anti-Money Laundering Awareness for Insurance Sector – 16 August 2025
- AML & Anti-Fraud – 08 March 2023
- Effective Password – 01 June 2023
- Information Security Foundation – 01 June 2023
- Social Engineering – 02 November 2023
- Clear Desk and Clear Screen – 02 November 2023
- Supervisory Skills Program – 09–11 May 2017
- Business & Report Writing Skills Program – 16–18 April 2017
- Communication & Interpersonal Skills Workshop – 27–28 May 2017
- Compliance, Anti-Money Laundering & Anti-Fraud Training Program – 06 May 2017
- Anti-Money Laundering Program – 26 April 2017
- Stress Management Program – 06 September 2017