

SAMI AL-SALMI

Administrative Manager

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PROFILE

I am Sami Al-Salmi, a Regional Administrative Manager with 19 years of experience in administrative affairs, managing employee and staff requests within projects, ensuring task completion, and resolving disputes fairly between project teams and departments. I have extensive experience in logistics, including crowd management on site, worker transportation between housing and projects, accommodation and food provision, and monitoring worker safety. I also coordinate with the Safety & Security Department (Risk Management) to monitor weather conditions.

My administrative duties include daily team preparations, following up on approvals, and completing administrative tasks. I liaise with government agencies, resolve complaints, and close cases when required.

- Attended court sessions from 2020 to 2022 as an official representative authorized by the senior management of Saudi Binladin Group.
- Coordinated with the Traffic Department to obtain permits for project execution, aligning schedules with bus convoys.
- Ensured compliance with laws and regulations.
- Maintained a healthy and safe work environment.
- Closed cases within 7 days if related to other departments.
- Maintained effective communication with senior management and promptly executed directives.
- Handled field challenges calmly and efficiently.
- Focused on employee well-being and comfort.
- Conducted risk assessments, especially for highly sensitive project sites, in coordination with central management.
- Motivated teams to work in unity.
- Skilled in using smart systems, modern technologies, and emergency management.
- Achieved administrative goals with the administrative team.
- Capable of crisis management and decision-making with central management to ensure both company and employee rights.
- Supervised and trained university students according to agreements directed by senior management.
- Knowledgeable in contracting works, contractor management, data analysis, and preparing summarized meeting reports with recommendations.

SUMMARY

- First job with Saudi Binladin Group.
- Hired in 2003 at Mohammed Binladin Company as Administrative Officer.
- 2007 Project Administrator – King Abdullah University of Science and Technology (Administrative Affairs).
- 2010 Assistant Administrative Manager – Administrative Affairs, Expansion of Al-Masjid Al-Haram Project, Makkah.
- 2014 Regional Administrative Manager – Administrative Affairs, Expansion of Al-Masjid Al-Nabawi Project, Madinah.
- 2023 Worked in the Office of the CEO for Operations of the Two Holy Mosques at the headquarters in Jeddah.

Conclusion

I, Sami Al-Salmi, Administrative Manager, strive to achieve significant accomplishments, advance my career, and align with digital transformation initiatives implemented by the central administration in Jeddah to support project employees. I aim to build strong internal relationships with colleagues, both current and new, and foster external collaboration with government entities.

EXPERIENCE

Administrative Manager

Saudi Binladin Group | 2003 - Present

- Over 20 years of experience managing administrative affairs for the Two Holy Mosques projects

EDUCATION

- **Graduate of King Abdulaziz University** | Faculty of Economics & Administration – Major: Human Resources / Management Information Systems
- **Graduate of King Abdulaziz University** | Higher Diploma in English Language
- **Graduate of King Abdulaziz University** | Higher Diploma in Computer Systems

ABSTRACT

- Designing policies & systems aligned with the central administration for execution across major projects.
- Developing training programs to enhance employee performance in coordination with senior management.
- Establishing organizational structures that ensure effective role distribution.
- Managing large-scale workforces, including thousands of employees & contractors.

COURSES

- **All Microsoft Office courses**
- **Fundamentals of Human Resources Management course**
- **Artificial Intelligence course**
- **Professional Project Management course**
- **Occupational Safety & Health (OSHA – USA) course**

SKILLS

- Project & logistics management
- Human resources services
- Daily communication & coordination
- Attending meetings & drafting memos
- Preparing daily reports
- Building & maintaining relations with project managers
- Team collaboration & cooperation