

***Personal Information***

Name: Ahmed

Email Ahmed.373804@2freemail.com

Date of Birth 30 June 1971

Place of Birth Al-Kuwait

Gender Male

Marital Status Married

Nationality Jordanian

Driving License Valid Light duty **Jordanian - Saudi Arabia – international**

Languages English and Arabic

***Education***

***Diploma Hotel Management*** from American Association for

***In Hospitality Supervision*** Development Advancement Hotel Management

***1999-2000*** & Operation Program Herby Grants.

 (Michigan University, Detroit USA)

***Diploma, Yes I can,*** From Radisson SAS Hotel / AQABA

***Hospitality gents*** **Service**  Jordan

***2000***

***Cambridge International Diploma*** University of Cambridge, Talal Abu Ghazaleh

***In IT Skills*** & Co. International (TAGI)

***Experience***

Working with Elegant Office – Interior Design Kingdom Saudi

 Arabia from 20 March 2015**(Logistic Manager)** Operation.

 Support Service, to sep 2016.

Working with Drake & Scull (Constriction Co) Kingdom of Saudi Arabia from 13 Des 2010 to Mar 2015

**Camp Boss. Logistic Coordinator, ITCC Project** Support Service, Operation.

Working with Consolidated Contractor Co. (CCC)

 From March 2007 to Dec 2010

 (**Camp Boss, Stuff Accommodation).** Support Service, Logistic.

Khurasaniyah project, PNU project, NCP project

Working with Al Ali Office – Jordan / Irbid (**Administrative**)

1996 To 2006 .

***Training Courses***

01. Course Supervision & Hotel Management

 At Joundi International Academic for hotel

 Management 1999

1. Course in hotel Management program in All Department at Al-Joundi International academic For Hotel Management 1999

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1. Course in First Aid & Hygiene from Consolidated Contractor Co. (CCC) 2008

***Certification***

01 Experience Certificate from Elegant Office

Kingdom of Saudi Arabia

02 Experience Certificate from Drake & Scull

 Kingdom of Saudi Arabia

1. Experience Certificate from Consolidated Contractor Co.

 (CCC) Kingdom of Saudi Arabia

04 Experience Certificate from Snamprogetti Ltd

 Kingdom of Saudi Arabia 2007 – 2009

05 Certificate of appreciation from Radisson SAS

Hotel, Jordan 2000

1. Certificate of appreciation from Consolidated Contractor Co.

(CCC) Kingdom of Saudi Arabia 2007/2008/2009/2010

 Khurasaniyah project, PNU project, NCP project

1. Certification of appreciation from Snamprogetti Ltd.
2. Certificate of appreciation from Tamimi Global

Kingdom of Saudi Arabia 2008

1. HSE certificate from Snamprogetti 2007/2008

10 HSE certificate from Consolidated Contractor Co. (CCC)

 2007/2008/2009/2010

11 HSE certificate from Drack & Scull, ITCC Project

***Responsibilities and duties***

Direct, manage and coordinate Camp (Accommodation), Housekeeping .Catering, logistics, warehouse, Maintenance, transportation, Customer service, Health and Safety, Security, and Support Service for All Department.

***Camp, Accommodation:***

* Overall responsible for company employees housings.
* Manage the allocation and distribution of the rooms as per the position/titles of the employees.
* Provide comprehensive orientation to the new employee regarding the camp rules and regulation and facilities of the camp.
* Responsible for weekly camp attendance summary, financial records and other required reports.
* Checking entrances/exits on camp premises and maintaining related records.
* Maintenance of standard first aid supplies.
* Maintain the availability of all housing utilities in the camp i.e. water, electricity, gas etc.
* Follow-up with Housing Guards for cleaning of villas, hygienic, pest control activities.
* Coordinating with project heads for transferring staff between company accommodations as per project requirement.
* Establish open communication channel with the residence to resolve and record the complaints and issues.
* Solving any dispute between staff in accommodation.
* Maintain the safety and security standards within the premises as per the company policy.
* Providing transport facility to all the company staff.
* Arranging monthly schedule of company vehicles.
* Managing the petrol, diesel coupons as per company policy for refilling.
* Arranging airport collections/drop-offs.
* Taking new employees for medical and their respective projects.
* Dealing with accident cases and liaison with insurance company.
* Closely monitoring all operational activities and making it possible on time.
* Excellent communication skills and ability to deal with people at all levels

**Facilities.**

1. project management and supervising and coordinating the work of contractors
2. investigating availability and suitability of options for new premises
3. directing, coordinating and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling
4. ensuring the building meets health and safety requirements and that facilities comply with legislation
5. keeping staff safe
6. preparing documents to put out tenders for contractors

 ***Logistic* &*Transportation &* warehouse**

 1-Receive shipments and ensure both quality and quantity
 2-Trace, track and expedite purchase processes
 3-Create and maintain contact with vendors and customers to ensure timely delivery of goods
 4-Interact with third party logistics service providers
 5-Audit freight cost and documentation
 6-Ensure accuracy of all inventories
 7-Maintain communication with warehouse staff to ensure proper working order
 8-Review bills, invoices and purchase orders
 9-Ensure all payments are processed in time
10- Assist customers with inquiries
11-Create packing lists and update shipment information in database
12-Organize files both manually and electronically
13-Monitor and facilitate repair orders
14-Coordinate deliveries for repaired or returned items
15-Ensure that the warehouse has sufficient space for incoming deliveries
16-Ensure that all items are properly numbered and tagged
17-Dispose of unserviceable or damaged items
18-Conduct safety procedures for outbound shipment vehicle
19-Reconcile hand receipts
20-Manage warehouse security related work such as preparing badges, passes and identification cards

21-Quick respond and attend to any accident and road breakdown.
22-Follow accidents repairs procedure.
23-Follow vehicles users changing procedure.
24-Follow new vehicles allocation procedure.
25-Scheduling daily transport picks and drops as per operation requirements.
26-Handling petty cash for transport daily works.
27-Submission of reports on weekly / monthly basis as requested and advice

28-Ensure all assigned vehicles for maintenance /repairs are properly executed

29-Preparation of the Repair Request Form and get approval from HO, ensure all scheduled repairs are done on schedule

30-Update the vehicle allotment file, periodically inspect the vehicles and fix the responsibility for Damages.

***Skills***

* Communication
* Ability to Work Under Pressure
* Time Management
* Self-motivation
* Conflict Resolution
* Leadership
* Adaptability
* Teamwork
* Creativity