**Curriculum Vitae**

|  |
| --- |
| **Name : Sherif** |
| **Date of Birth:** **26/08/1973** |
| **Age:**  **46** |
| **Position :**  **Administration& HR Manager** |
| **Nationality :**  **Egyptian** |
|  |
| **Qualification:** **Accounting Institute** |
| **Skills :** |
| **Very Good English & Very Good Computer - Employment and Human Resources Programs (Al Mina - SABB - ERB)** |
|  |

**Experience:**

**1-Dr. Ismail Assar Office for Accounting and Consulting**

**Business entrusted: Accounting and Auditing**

**The period: 1995 to 1999**

**2-Theeb Rent a Car Company - Riyadh - Kingdom of Saudi Arabia.**

**Business assigned: Executive Branch Supervisor**

**Period: 1999 to 2000**

**Tasks: Supervising the branches, monitoring the movement of work, approving their development, adjusting the price of contracts according to the workload and distributing employees to the branches according to the necessities of the work.**

**3- Al-Nour Office for Import and Export - Arab Republic of Egypt**

**Business entrusted: Director of Administrative Affairs**

**Period : 2001 to 2002**

**Tasks: Follow all internal and external contracts**

**\* Traveling abroad to follow up contracts in several Asian countries**

**\* Arranging the internal structure of the company**

**4-Al-Khodari Contracting Company - Dammam - KSA**

**Business assigned: Administrative Director - Personnel Affairs**

**Tasks: Contracts with suppliers, salaries - stays - vacations - clearances - investigations - rations and site needs - insurance - accidents - car traffic violation**

**Projects**

**A- The border road project between Sharurah and Al-Khakheer, with a length of 520 km - the Empty Quarter.**

**Period from 2003-2005**

**B- Martan Project in Al-Sulayyil Desert / Road to Serak Company specializing in gas exploration**

**Period : 2006-2007**

**C- King Abdulaziz University project in Al-Ahsa - Hofuf: / buildings .**

**Period : 2008**

**5- Khalid Al-Moajil Trading and Contracting Company - Riyadh - KSA**

**Business entrusted: The general supervisor of the company**

**Period from : 2009-2010**

**Tasks:** **Supervising, monitoring and executing all the company’s works**

**Development of the company's administrative structure**

**Adjusting the situation in relation to the company's projects**

**Create new departments in the company in light of the development process**

------------

**6- Khaled Fahd Al-Bayez Contracting Company - Riyadh- KSA**

**Business assigned: Administrative Manager - Personnel Affairs**

**Period : 2011 to 2014**

**Tasks: Contracting - residencies - medical insurance - social insurance - appointment of employees - labor office - human resources fund - salaries - investigations - all administrative matters.**

**7- Contracting and Maintenance Company based in Riyadh, KSA**

**Business assigned :** **Site HR Director and personnel affairs**

**Period: 2015 - 2020 until now**

**Tasks: Investigations - preparation and preparation for new projects - work on projects as responsible for the Human Resources and Personnel Affairs and all administrative matters**

**Projects**

**1- King Fahd Medical City 2- The main office of the company**

**3- Ministry of Interior O&M Project 4- Royal Palaces Project (Nasiriya Palaces)**

**CONTACT DETAILS:**

**Email Address**  : [sheriff-396351@2freemail.com](mailto:sheriff-396351@2freemail.com)

**Mobile Number** : +971504753686 / +919979971283

**Reference** : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

**YouTube Video CV**

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

**View My CV on Gulfjobseeker.com CV Database**

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

**Chat with me Live on Zoom**

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**With My Best Wishes’**

**Sherif**