



Mohammed AL-Otaibi

Business Administration

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SUMMARY

Job title: public relations
(governmental and
administrative relations)

SKILLS

communication skills
Analytical and research skills
without obstacles
Flexibility and ability to manage
priorities
Personal skills i.e. the ability to
communicate with the manager
and co-workers
Leadership skills and positive
behavior
Planning and organizing
Enjoy knowledge about different
cultures
She has creative skills and the
ability to solve problems
Work effectively in a team
Keep secrets strictly confidential

EXPERIENCES

Currently working in a private real estate office from 2020 to until
now

Coordinator of governmental and administrative relations

AECOM Arabia Ltd - Al-Khobar

From 2009 to 2020

Accomplishments:

1- (Mastering administrative tasks and using computer programs with
distinction + good conduct + helping employees finish their problems
as soon as possible)

2- (Department of Transportation, issuing accident reports in Najm
company + changing cars + issuing and renewing car permits for
companies)

3- (I work in government departments by filling the information,
printing letters and reports, paying bills, following up and online
services)

And going to office (traffic, end of traffic accidents procedures +
issuance and renewal of driver's license) - (police) - (courts) - (Ministry
of Foreign Affairs, attestation of work contracts + letters + family visas,
visiting employees' families) - (Saudi Council of Engineers, renewal of
office license + Termination of employee transactions in registration
and membership renewal) - (Issuance and renewal of Ministry
Municipal and Rural Affairs) - (Saudi Organization for Certified Public
Accountants, termination of employee transactions in registration and
renewal of membership) - (Issuance and renewal of a civil defense
license) - (Chamber of Commerce) - (Ministry of Commerce and
Investment) - (ALjawazat, addition of employees' births + amendment
of name data + transfer of information from the old passport to the
new passport + printing with cards and print) - (The website Absher,
issuance of a family visa for employees' families) - (Hospitals,
clearance of the deceased's transactions, redemption of financial
rights resulting from a work injury at work With social insurance)

4- Previously I worked with major Saudi companies contracting with
AECOM, example:

(Aramco, Sadara, Saudi Aramco Total, Marafiq)

Issuance and renewal of employee cards + issuance and renewal of
stickers for employees' cars)

5- Review my purchasing management building and tenders for
project work contracts Government
(Delivery of company letters, project study report, project cost and
project engineering plans + receipt of project requests, approval of
the project and payment of bills)

training courses:

- Cisco (1
- Droub (20
- AECOM company (54
- Red Crescent (6
- Sadara company (1
- Arab International Academy (2
- Edlal (4
- Self development (2
- Edraak (1
- forsah (2
- Maarif (2

Hazem Al-Hussaini Company

City, Al-Khobar — 2007-2009

EDUCATION

Business management diploma

DIPLOMA Al Bord International Group - Global Board Two years

Training certificate

Aramco ITC Training Institute for Contractors for one year

Alamiah Training Institute certificate

120 hours for computers and technology.