



CURRICULUM VITAE

Personal information :

Name : Amjad Mohammad Al_Ameen
Nationality : Sudanese
Marital Status : Married
Date & P. of birth : Khartoum 1976.
Languages : Arabic (mother tongue) English (very good).

Objective:

- A challenging and leading position in an enabling environment, where excellent command of decision-making and problem-solving techniques can be appropriately applied in a multinational corporation.

Institution	:	University of Khartoum
Location	:	Khartoum/Sudan
Qualification	:	Bachelor
Major	:	Faculty of Law

- **Preparing for Master in (criminal justice).**
- **Computer Diploma Skam Institute (Khartoum) 1998.**

⇒ **In Saudi Arabia : my total experience at KSA is 9 years (2002-2011) clarifies as below :**

Company	:	Advanced System Co ASCO	From	:	mm.dd.yy
Job Title	:	Administration Manager Assistant & personal in Charge	20/02/2009	:	Up to date
Location	:	Riyadh			
Country	:	Saudi Arabia			

Responsibilities:

1. Performs administrative duties for executive management. Responsibilities.
2. Screening calls, making travel and meeting arrangements, preparing reports and financial data.
3. Responsible of payroll.
4. Supervising other support staff .
 - a. Renewal & issue of employees document (contract , Iqama , national Id ,)
 - b. Job offer, admin Decision .
 - c. End of service (end of Contract , resignation etc...).
 - d. Leave application.
 - e. Minutes of meeting .
 - f. Loan request.
 - g. Medical insurance for the employee .
 - h. Gosi .
 - i. Ticket reservation (employees and the company Guests).
5. Responsible of company cars .of Recruitment process (outside or inside the Kingdom .
6. Responsible of Training (according to request from several dept of the Co).
7. Responsible of Visa application (Schengen or Others)
8. Archiving& Filing.

⇒ **In Saudi Arabia :**

Company	:	Nayyara	From	:	mm.dd.yy
Job Title	:	Administration Manager Assistant & personal in Charge	01/02/2004	:	17/02/2009
Location	:	Riyadh			
Country	:	Saudi Arabia			

Responsibilities:

1. Performs administrative duties for executive management. Responsibilities.
2. Screening calls, making travel and meeting arrangements, preparing reports and financial data.
3. Assist Administration Manager in recruitments process.
4. Responsible of payroll.
5. Responsible of internal & external correspondents.
6. Supervising other support staff .
7. Coordination between different Departments in the company .
8. Scheduling for different departments of the company.
9. Responsible of orienting the new employee.

10. Responsible of the company compound.
11. Responsible of implement the company policies .
12. Responsible of all personal matter :
 - j. Renewal & issue of employees document (contract , Iqama , national Id ,)
 - k. Job offer, admin Decision .
 - l. End of service (end of Contract , resignation etc...).
 - m. Leave application.
 - n. Minutes of meeting .
 - o. Loan request.
 - p. Ticket reservation (employees and the company Guests).
 - q. Archiving& Filing.

⇒ **In Saudi Arabia :**

Company	:	United Arabian Mining Company	From	:	mm.dd.yy
Job Title	:	Executive Secretary	15/1/2002	:	23/01/2004
Location	:	Riyadh			
Country	:	Saudi Arabia			

Responsibilities:

1. Responsible of internal & external correspondence.
2. Responsible of all correspondence with Ministry of Petroleum & Mineral Resource & Saudi Geological Survey Department .
3. Responsible of preparing prefeasibility report in different mining suites of the company (Khaguiah , Al-Amar).
4. Taking notes of the company meeting .
5. Responsible of ticket and hotel reservation for the (VIP) guest .
6. Handling phone calls .
7. Archiving & Filling.

Personal Skills:-

- ❖ **English language (speaking, writing and reading) .**
- ❖ **Good knowledge in computer program (word, excel, access , etc ..) .**
- ❖ **Familiar with many personal programs (Smacc , Delta , Al-Raid)**
- ❖ **Good knowledge in internet (outlook express , searching , etc)**
- ❖ **The ability to translate from English to Arabic and vice versa.**

Other :

- ❖ **Transferable Iqama .**
- ❖ **Valid driving license**

To Contact :

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