

## Curriculum Viète

### Khaled Zaki Fouad Mohamed Hassanein

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#### Personal info:

Date of birth: July 5, 1980  
 Nationality of birth: Sudanese  
 Nationality by citizenship: Egyptian  
 Martial status: Married + Three Kid's  
 Military status: exempt.  
 Driving license: private



#### Profile Summary (HR and Admin Service Specialist)

- Leading HR teams to optimize corporate performance and productivity for manpower and vehicle management
- Experience working with government E-platforms such as Muqem, Tamm, GOSI, Mudad, and Qiwa in compliance with laws and regulations
- Organizational development including structure, job description, and department responsibilities
- Develop, manage, and monitor HR policies including recruitment, benefits, and compensation
- Manage internal communication and employee relations including personnel affairs, complaints, and drivers' documentation (i.e. IDs, stickers, certifications& permits with Aramco and SAP)
- Coordinate corporate relations with partners for leasing buildings and events management

## **Employment History**

Employer: Wjeen International Co. Ltd, KSA

Title: Admin Service Specialist

Location: Head office in Jeddah

Experience in years: 3 years

Duration: July 2021 to present

Job duties: manage, monitor, and implement human resource policies and affairs. Experience in office software, corporate ERP (i.e. Odoo), and government E-platforms. Manage restricted access IDs for Aramco sites using SAP.

Employer: Sulieman Namlah Group, KSA

Title: Public Relations Officer

Location: YANBU, KSA

Experience in years: 3 years

Duration: November 2010 – December 2013

Job Duties: managing personnel affairs including residence, visa, medical insurance, salaries, recruitment, and secretary support using IT tools and E-government platforms.

Employer: Land Mark Trade Co. for stationery, bookstore, and computer

Title: Executive Manager

Location: Maadi head office and "IAEMS" In EMBC, 6<sup>th</sup> of October

Experience in years: 6 years

Duration: July 2002 - Aug 2008

Job Duties: installing and maintaining all Microsoft Windows and Office. Administrating Computer networks and implementing office applications. Support in research drafting, and academic publications. General administrative, public relations, customer service, and library tasks. Coordinating academic publications for professors and students.

Khaled Zaki C.V.

### **Employment History: continued**

Employer: Fony for Computer& Electronic System Eng. Co.

Title: Secretary for the General Manager

Location: Horria St. Al Khartoum, Sudan.

Experience in months: 7 months

Duration: 1/3/2001 – 1/10/2001

Job Duties: installing and maintaining Microsoft Windows. Hardware troubleshooting, operating computer networks, and implementing office applications.

Employer: Egypt Gold Co.

Title: Secretary for the General Manager

Location: Al Obor City, Cairo.

Experience in years: 1 year

Duration: 2000 - 2001

Job Duties: installing and maintaining Microsoft Windows. Administrating Computer networks and implementing office applications. In addition to, general administrative, public relations, and customer service tasks. Conducting daily reports for the central production manager

### **Education History**

Major: 4-year bachelor's degree in Mass Media Studies

Institution: Cairo University Open Education

Date: 2016.

Grade: Good

Major: 2-year computer diploma

Institution: Instructive British Institute (IBI)

Date: 1998 – 2000

Grade: Very Good

Khaled Zaki C.V.

### **Computer and Technical skills**

All Windows administration and maintenance, hardware troubleshooting, hardware and software purchasing decisions, using all Microsoft Office word processing, spreadsheets, databases, E-mail, and Network administration using web technologies and ERP systems.

### **Languages and Communication Skills**

- Excellent Arabic language while Arabic is the mother tongue.
- Good Ability in English language skills including (reading, writing, Talking, and listening).

### **Administrative, PR, and Interpersonal Skills**

Negotiation skills, business letters, report writing. General administrative and public relations skills. customer service and library skills.