



***Mohammed Ahmed Alshagga***

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KINGDOM OF SAUDI ARABIA

### **PERSONAL**

- Occupation: Sales Manager / Administration / HR / Security Officer
- Nationality: Saudi
- ID. No.: 1049132499
- Date of Birth: 20 October 1969
- Marital Status: Single

### **EDUCATION**

- Arkansas State University, Jonesboro, Arkansas, USA.
- Saint Petersburg Community College, St. Petersburg, Florida, USA.
- Embry Riddle University, Daytona Beach, Florida, USA.
- ELS Language Center, St. Peter, Florida, USA.

### **SKILLS**

- Fast Learner, good observer, team worker and pleasant appearance.
- Computer: Word-Perfect, Excel, Micro Office, outlook express and Photo-shop.
- Good communicator, interpersonal and language skills.

### **SUMMARY OF QUALIFICATIONS**

- Ability to liaise at all levels and fluent in Arabic and English.
- Self-motivated; able to set effective priorities.
- Calm under pressure, meet deadlines and strong on follow ups.
- Excellent interpersonal, communication skills; adept at co-ordinating and motivating creative artist to peak efficiency.

## **OBJECTIVE**

- Opportunity to be responsible for a big projects execution in the future.
- Working in a professional environment, where I can learn and develop new experience.
- Looking for a chance to improve my managerial skills.

## **PROFESSIONAL EXPERIENCE**

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### **21 March 2009 - Present - Abdul Aziz A. Al-shagaa EST. Jeddah, Saudi Arabia**

#### **Sales Manager**

- Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
- Assists Account Executives in preparation of proposals and presentations.
- Controls expenses to meet budget guidelines.
- Maintains accurate records of all pricings, sales, and activity reports submitted by Account Executives.

### **2007– 1<sup>st</sup> March, 2008 – Abyaar Modern Commercial Services Co. Ltd, Jeddah, Saudi Arabia**

#### **Administration / HR / Security Officer.**

- Provide assistance and services for staff in Jeddah, Riyadh and Dammam offices.
- Dealing with Saudi authorities to maintain the legal immigration status of staff.
- Managing staff pay roles, records, updating information and monitor their performances.
- Liaise with local companies and contractors for office works.
- Performed security tasks including plans, tests, tools and instructions.
- Performed general tasks, including data entry, typing and filling invoices.
- Handle cash intake and inventory control.
- Coordinate delivery schedules and monitor delivery personal.

### **2006-2007 - British Consulate General, Jeddah, Saudi Arabia**

#### **Liaison / Administration / Security officer.**

- Chairman of the Local Staff Association, for the second year.
- Managing staff records, updating information, attendances and services.
- Dealing with Saudi authorities to maintain the legal immigration status of staff.
- Liaison with the Saudi authorities responsible for the British Consulate General physical security.
- Support officer to the post security officer in the implementation of emergency plans and equipment tests.
- Maintaining an inventory of security equipments, logging and clearance of visitors and vehicles.

## **2005-2006 - British Consulate General, Jeddah, Saudi Arabia**

### **Management Security Assistant.**

- Elected as the Chairman of the Local Staff Association main contact for security management.
- Oversee the implementation of BCG's physical security plans, logging and clearance of visitors and vehicles as necessary.
- Provide specific support and assistance to the Consul General and Close Protection Team as required.
- Maintaining an inventory of security equipments.

## **2004 - 2005 – British Consulate General, Jeddah, Saudi Arabia**

### **Entry Clearance Assistant.**

- Serve as liaison between visa officers and applicants.
- Keeping records and updating information of Saudi Arabia Immigration law, rules and regulations.
- Provide assistance to applicants, check visa applications, papers and other official documents.
- Dealing with members of the Royal, VIP and MFA families and their staff.
- Handling urgent emergency cases such as Royal families, medical treatment and business investors.
- Dealing with visa issues, problems and updating information on immigration among visa officers.
- Arranging and attending long visas' interviews meeting, handling cash transactions and sticking visas in passports.

### **Offices:**

- Royal Court.
- Ministry of Foreign Affair.
- Ministry of interior.
- Ministry of Hajj.
- Emmara of Makkah Al-Mukarramah.
- Jeddah Municipality Office ( Baladia ).
- King AbdulAziz Airport, Royal Terminal and VIP Terminal.
- Saudi Arabia Airlines.
- Jeddah Islamic Seaport.
- Immigration and Passport Departments.
- Jeddah Police, Fire Departments and Brimaan Prison.

**Guests I Serviced:**

- HRH the Duke of York Prince Andrew.
- HE Minister of Defense.
- HE Mayor of London.
- Captain and crew of HM ship.
- Mrs. Cherie Blair and close protection team.
- Mr. Tony Blair and close protection team.

**Training Courses:**

- Visa training course, British Embassy, Dubai, UAE.
- Management training course (Team Work), British Consulate General, Jeddah, Saudi Arabia.
- Management and Administration training course, British Consulate General, Jeddah, Saudi Arabia.
- Security training course, British Embassy, Dubai, UAE.

