



HISHAM ALI MOHAMMED

SUMMARY

5 years of experience in administrative support, coordination, and operational logistics. Proven ability to manage end-to-end personnel movement, including onboarding, mobilization, facility operations, and office support. Skilled in overseeing daily office operations, maintaining records, coordinating schedules, and ensuring compliance with company policies and procedures. Recognized for strong communication, multitasking, and problem-solving skills, contributing to streamlined processes, and improved team productivity.

CONTACT

+97339215999

hishamalimohd@gmail.com
Bahrain

EDUCATION

BS Business Management & Marketing
University of Ahlia, Bahrain (2021)

CERTIFICATIONS/TRAINING

Entrepreneurship – Team Building and
Organizational Behavior

TECHNICAL SKILLS

Computer Literate
Microsoft Office
SAP Ariba
NAV (Navision) Software
Microsoft Power BI
Onboard Global Solutions

EXPERIENCE

EnerMech UAE LLC
Personnel Logistics Coordinator

Abu Dhabi, UAE
(2025 – Present)

- Internally transferred to support the newly awarded ADNOC project, working closely with the Project Manager to ensure company compliance with all project-specific technical requirements.
- Coordinate crew mobilization and demobilization activities, ensuring timely travel, accommodation, and site readiness.
- Liaise with HR to support new employee onboarding, including visa processing, flight arrangements, and accommodation coordination.
- Enter and maintain employee profiles in the personnel logistics system.
- Maintain up-to-date mobilization trackers and deployment schedules for all project/site personnel.
- Collaborate with the training team to arrange mandatory site inductions and job-specific training sessions.
- Ensure all training certifications and documentation are properly recorded and submitted before site deployment.
- Communicate with internal departments and external vendors to align logistics requirements with project timelines.
- Monitor and update personnel movement records to ensure compliance with site access, security, and safety requirements.
- Provide support in resolving logistical issues related to travel, accommodation, or training gaps.
- Assist in planning rotation schedules, leave tracking, and backfill coordination.
- Generate regular reports on mobilization status, onboarding progress, and training compliance for management.

PERSONAL SKILLS

Excellent verbal and written communication skills.

Excellent interpersonal skills with the ability to manage sensitive and confidential files or even situations with professionalism and diplomacy.

Proficient ability to initiate planning for and complete daily activities with minimal direction.

Excellent problem solving and analytical skills.

PERSONAL DETAILS

Nationality: Bahraini

Marital Status: Single

EnerMech Holdings WLL Personnel Logistics Coordinator

Manama, Bahrain
(2023 – 2025)

- Manage end-to-end logistics and facility requirements for personnel and crew, ensuring smooth daily operations and accommodation readiness.
- Lead the full setup and mobilization process for offshore/onshore accommodations, including site preparation, utilities, furnishing, and compliance.
- Successfully arranged all A-to-Z requirements for an accommodation barge, resulting in the smooth mobilization of 120 crew members.
- Coordinate with vendors and suppliers for catering, housekeeping, transportation, maintenance, and supply of essential services.
- Monitor accommodation occupancy, ensure space availability, and implement facility policies and standards.
- Handle crew scheduling, rotation tracking, and transportation planning in alignment with project needs.
- Ensure all mobilization processes comply with project specifications, safety regulations, and client (e.g., ADNOC) requirements.
- Collaborate with internal departments (HR, HSE, Training) to align logistics support with onboarding, certifications, and site readiness.
- Maintain up-to-date records of personnel movements, facility inspections, and vendor performance.
- Resolve logistics issues promptly, ensuring minimal disruption to project operations.

Bahrain Network (BNET) Facility Management Specialist (Promoted)

Manama, Bahrain
(2022 – 2023)

- Oversee and issue contract renewals for suppliers and service providers, ensuring compliance with company standards and timelines.
- Manage daily transport operations, including scheduling, routing, and vendor coordination to ensure efficient personnel movement.
- Support the evaluation and planning of building projects by assisting in technical assessments and feasibility studies.
- Compile, analyze, and report facility-related data on a weekly, monthly, and quarterly basis to support management decisions.
- Implement and monitor both established and new policies and procedures to ensure consistent facility operations.
- Supervise multi-disciplinary teams including transport agents, cleaning staff, maintenance crews, and office support personnel.
- Manage facility budgets, ensuring cost-effectiveness through strategic planning and cost-saving initiatives.
- Ensure all facilities comply with relevant government regulations, health, and safety standards.
- Handle tendering processes for facility-related services and participate in technical evaluations and contract administration.

Bahrain Network (BNET)
Human Resources Associate

Manama, Bahrain
(2021 - 2022)

- Communicate with potential job candidates regarding job opportunities, interviews, and application updates.
- Conduct reference checks and verify candidate background information.
- Maintain and organize HR records, including resumes, employment contracts, and personal files.
- Assist in onboarding new employees, including preparing documentation, coordinating orientations, and updating employee databases.
- Support recruitment processes by posting job ads, screening applications, and scheduling interviews.
- Coordinate with other departments to ensure smooth employee integration and support.
- Prepare and process HR-related documents such as employment letters, visa support letters, and ID requests.
- Track employee attendance, leaves, and contract renewals.
- Provide general administrative support to the HR team as needed.
- Ensure all employee records are kept confidential and comply with company policies and labor regulations.

Character reference is available upon request.

I hereby certify that the above information is true and correct.

Hisham Ali Mohammed