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| **First Name of Application CV No 1621734**  Whatsapp Mobile: +971504753686  New_logo.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> |
| Qualifications: Bachelor in Business Information System Computer Literate- 1999  Skyline College, Sharjah, UAE |
| Countries worked: UAE |
| Nationality: Jordanian Date of Birth : 19-02-1978 |
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**CAREER BACKGROUND**

A qualified PA / Admin Coordinator with more than 10 years of professional experience, seeks a role of increased responsibility and authority.

**EXPERIENCE**

**Kamal Osman Jamjoom Group – Dubai , UAE**

**PA to Deputy CEO**

Provide a strictly private and confidential personal assistant role to the Deputy CEO. Manage his workload, assist him in his tasks on hand and act as gatekeeper to him.

**March 2014 - Current**

* Provide a comprehensive secretarial and administration service to the Deputy CEO across the range of his work.
* Develop, maintain and review administration systems to achieve maximum efficiency.
* Maintain and organize the Deputy CEO’s diary, filing system and all other relevant areas as necessary.
* Support the Deputy CEO’s diary in his projects, proposals, bids, etc. through research, consultation, team-management.
* Draft speeches, articles, briefings, and project proposals as requested by the Deputy CEO.
* Facilitate meetings, schedule debriefing meetings so follow up action can be implemented. Also by arranging refreshments, seating and taking minutes if required to do so.
* Co-ordinate staff/Board residential and meetings.
* Respond to Board member queries in a timely and professional manner, both orally and in writing.
* Co-ordinate the Deputy CEO travel arrangements.
* Compile the Deputy CEO’s papers and ensure they are sent in good time for meetings.
* Circulate reports, minutes and agendas for Board meetings.
* Liaise with the Chairman and other Board Members on various matters as required.
* Responsible for receiving enquiries and provide an effective referral service to service users.
* Maintain the complaints file and ensure all complaints are responded to within target timescales.
* Maintain and continuously keep up to date all mailing lists.
* Ensure the effective management and update of all relevant databases.
* Liaise positively and professionally with colleagues and visitors.
* Commit to working proactively to support both the Deputy CEO and project output
* Be amiable, professional and approachable at all times.
* Any other duties commensurate with the accountabilities of the post.

**MBC GROUP-DUBAI, UAE**

**Admin coordinator for the Chairman Office**

Provide a high level of support and coordination by managing the day-to-day activities of the Chairman office to ensure smooth operations.

**Jan-2002-March 2014**

* Develop & implement an efficient office system.
* Manage all administrative activities.
* Responsible for organizational functions & support for general & VIP meetings /conferences: including arranging, follow up calls, maintaining office space schedules, draft meeting agendas / minutes and securing supplies.
* Maintain an up-to-date department organizational chart.
* Serve as a central point of contact for all outside vendors needing to gain access to the Building.
* Manage the reception area, including meet and greet visitors at all levels of seniority and respond to telephone & in-person inquiries.
* Travel arrangements for normal stuff & VIP Guests.
* Prepare internal correspondence.
* Coordinate between all departments to ensure proper communications and reporting practices.
* Handle the petty cash & payment of the chairman office.
* Deal with all bank concerns.
* Devise, maintain and update the office filing system.
* Maintain events calendar of all special events for VIP, business partners & employees.
* Organize and maintain diaries and make appointments.
* Produce documents, briefing papers, reports and presentations.

**AL BOOM TOURIST VILLAGE-DUBAI, UAE**

**HR Coordinator**

Provide assistance with and facilitates the Human Resources Process.

**Jan 2000 to Feb 2002**

* Create and maintain HR files and update the information system in accordance with Standard Operating Procedures.
* Update Personnel records and ensure the documentation is appropriate and up­to­date.
* Manage the new joiner process from offer letter through to joining instructions and Induction, Health insurance, Life insurance etc.
* Provide HR support and advice to employees and line managers, explaining policies and procedures in a timely and effective manner.
* Handle all types of leave processes and queries.
* Manage the leaver administration process & absence recording system.
* Carry out any other reasonable ad hoc duties in order to support the HR department.
* Compensation and benefits administration and record keeping.
* Manage the new joiner process from offer letter through to joining instructions, Induction & Health insurance.
* Manage full scope of PRO services (interface, information input, visas, etc.).

**SKILLS**

* Organised, methodical, high integrity and ethical values
* Ability to negotiate and communicate at all levels to coordinate tasks effectively between different departments
* Ability to take initiative and be accountable for own decisions and actions
* Ability to focus on and bring to conclusion multiple tasks
* Excellent written and reading comprehension of English & Arabic
* Excellent verbal communication skills
* Understand and uphold the highest level of confidentiality